



Greensboro Police Departmental Directives



Greensboro Police Department

Directives Manual

Table of Contents

1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0
11.0	13.0	14.0	15.0	16.0	18.0	19.0	20.0		

1.0 Department Philosophy and Rules (Guiding Principles)

- 1.1 Departmental Philosophy
- 1.2 Department Authority and Control
- 1.3 Organization, Rank Structure and Duties
- 1.4 Command and Control
- 1.5 Rules for all employees
- 1.6 Use of Force
- 1.7 Departmental Administration
- 1.8 Arbitrary Profiling

2.0 Selection and Employment

- 2.1 Employment Process
- 2.2 Employment Process for Sworn Personnel
- 2.3 Lateral Entry Program
- 2.4 Reinstatement of Former Officers

- 2.5 Employment Process for Nonsworn Personnel
- 2.6 Reemployment
- 2.7 Employment Process for School Crossing Guards

3.0 Compensation and Benefits

- 3.1 Fair Labor Standards Act and City Work Time Policies
- 3.2 Educational Pay Increment Plan
- 3.3 Off Duty Employment
- 3.4 Outside Employment
- 3.5 Departmentally Provided Instructors for Outside Schools
- 3.6 Reimbursement for Damage to Personal Property
- 3.7 Departmental Awards
- 3.8 Employee Suggestion Program
- 3.9 Grievance Procedures
- 3.10 Extradepartmental Awards

4.0 Training

- 4.1 Training Goals and Programs
- 4.2 Training Advisory committee
- 4.3 Attendance and Participation in Department Training Program
- 4.4 Specialized Training
- 4.5 Roll Call Training
- 4.6 Remedial Training of Police Employees
- 4.7 Nonsworn Employee Training

4.8 Educational Intern Program

5.0 Career Enhancement

5.1 Reserved

5.2 Career Development Program

5.3 Career Counseling

5.4 Professional Development Associations

6.0 Assignment, Evaluation and Promotion

6.1 Assignment and Transfer

6.2 Assignment Orientation

6.3 Assignment Limitation Policy within Vice/Narcotics

6.4 Limited Duty Assignments

6.5 Performance Evaluation

6.6 Promotion of Sworn Personnel

6.7 Promotional Potential Evaluation

6.8 Promotion of Nonsworn Personnel

6.9 Specialized Assignments

7.0 Internal Discipline

7.1 Allegations of Employee Misconduct

7.2 Processing Citizen Complaints

7.3 Disciplinary Procedures

7.4 General Board of Inquiry

7.5 Professional Standards Program

8.0 Health and Safety

- 8.1 Health and Fitness of Sworn Personnel
- 8.3 Employee Injuries
- 8.4 Peer Support Program and Team
- 8.5 Departmental Safety Program
- 8.6 Protection from Bloodborne Communicable Disease
- 8.7 Hazardous Chemical Communication Standard and OSHA Requirements
- 8.8 Hazardous Work Environments
- 8.9 Employee Drug Testing
- 8.10 Inclement Weather
- 8.11 Chaplaincy Policy

9.0 Fiscal Management

- 9.1 Maintenance and Accountability
- 9.2 Departmental Travel
- 9.4 Claims of Citizens Arising Out of Police Action
- 9.5 Job Analysis and Annual Review of Positions
- 9.6 Departmental Purchase Policy
- 9.7 Personal Use of Department Telephone

10.0 Records Management

- 10.1 Forms and Manuals Control
- 10.2 Citations
- 10.3 Authorization to Maintain Sensitive Files
- 10.4 Criminal Investigation Case File Management
- 10.5 Council Chambers Agenda Items

11.0 Operations – General

- 11.1 Prisoner Handling and Transport
- 11.2 Handling Intoxicated Persons
- 11.3 Mental Commitments
- 11.4 Forcible Entry
- 11.5 Urgent Message Delivery
- 11.6 Interpreters for Deaf Persons
- 11.7 Handling Confidential Sources of Information
- 11.8 NCIC Arrests of Fugitives and Military Personnel Absent without Leave
- 11.9 Use of High Point Area Hospitals
- 11.10 National Anthem and Colors
- 11.11 Domestic Violence
- 11.12 Service of Civil Processes

13.0 Operations – Traffic

- 13.1 Traffic Law and Parking Enforcement
- 13.2 Traffic Accident Investigation and Enforcement
- 13.3 Traffic Direction and Control
- 13.4 Motorist Assistance
- 13.5 Impounding and Towing Vehicles
- 13.6 Abandoned Vehicles
- 13.7 Seizure of Vehicles Subject to Forfeiture
- 13.8 Chemical Analysis for Alcohol

13.9 Prearrest Chemical Analysis

13.10 Traffic Stop Data Collection and Reporting

14.0 Operations – Police Vehicles

14.3 Crashes Involving Police Vehicles

15.0 Uniforms and Equipment

15.1 Uniforms and Equipment

15.4 Grooming Standards

15.5 Employee Lockers

15.7 Material on Display

15.8 Personal Computers

15.9 Vehicles and Related Equipment

16.0 Communications

16.1 System of Written Communication

16.2 Implementation of Departmental Directives

16.3 Departmental Archives

16.6 Computer Usage Policy

16.7 Cellular Telephone Policy

18.0 Courts

18.1 Court Attendance

18.2 Prosecution Summary

19.0 Jurisdiction and Liaison

19.1 Territorial Jurisdiction

19.2 Relationships with Other Agencies

19.3 Mutual Aid

19.4 Victim and Witness Assistance

20.0 Community Relations/Public Information

20.1 Complaint/Service Request Form

20.2 Community Barometer Report

20.3 News Media Relations

20.4 Ride-Along Program

20.5 Bicycle Registration Program

20.6 Employee Death and Funeral Procedures



Chapter 1



TITLE: DEPARTMENT PHILOSOPHY	NUMBER 1.1
EFFECTIVE DATE: 06-02-08	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-94)R2/06-02-08	

1.1.1 GENERAL PHILOSOPHY

The role of police in a free society is the protection of constitutional guarantees, maintenance of public order, prevention and suppression of crime, and dutiful response to the needs of the community.

Police officers are accountable to the community for their decisions. A high percentage of police work is done in response to citizen complaints, highlighting the fact that members of the public are an integral part of the criminal justice system. The success of the criminal justice system depends more on citizen participation than on any other single factor. Public confidence in the criminal justice system depends to a large extent on the trust that the people have in their police.

The citizens of Greensboro depend upon the Greensboro Police to achieve and maintain order. We draw our authority from the will and consent of the citizens whom we serve. Our efforts are founded on the principles of service and ultimate responsibility to the public.

The specific goals and priorities which the Department establishes are determined to a large extent by community desires. These desires are transmitted by the community and the governing body of the City of Greensboro. The Department conscientiously strives to be responsive to these desires.

1.1.2 CODES OF ETHICS AND CONDUCT

All sworn police officers must abide by the "Law Enforcement Code of Ethics" and the "Police Code of Conduct" as published by the International Association of Chiefs of Police.

POLICE CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

TITLE: DEPARTMENT PHILOSOPHY	NUMBER 1.1
	PAGE 2 OF 4

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve those objectives and ideals, dedicating myself before God to my chosen profession--law enforcement.

POLICE CODE OF CONDUCT

All law enforcement officers must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing.

The International Association of Chiefs of Police believes it important that police officers have clear advice and counsel available to assist them in performing their duties consistent with these standards, and has adopted the following ethical mandates as guidelines to meet these ends.

PRIMARY RESPONSIBILITIES OF A POLICE OFFICER

A police officer acts as an official representative of government who is required and trusted to work within the law. The officer's powers and duties are conferred by statute. The fundamental duties of a police officer include serving the community, safeguarding lives and property, protecting the innocent, keeping the peace and ensuring the rights of all to liberty, equality and justice.

PERFORMANCE OF THE DUTIES OF A POLICE OFFICER

A police officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity.

Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

DISCRETION

A police officer will use responsibly the discretion vested in his position and exercise it within the law. The principle of reasonableness will guide the officer's determinations, and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in

TITLE: DEPARTMENT PHILOSOPHY	NUMBER 1.1
	PAGE 3 OF 4

choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest--which may be correct in appropriate circumstances--can be a more effective means of achieving a desired end.

USE OF FORCE

A police officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances.

The use of force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will refrain from unnecessary infliction of pain or suffering and will never engage in cruel, degrading, or inhuman treatment of any person.

CONFIDENTIALITY

Whatever a police officer sees, hears, or learns that is of a confidential nature will be kept secret unless the performance of duty or legal provision requires otherwise.

Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged.

INTEGRITY

A police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers.

The public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. Police officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

COOPERATION WITH OTHER POLICE OFFICERS AND AGENCIES

Police officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assist colleagues fully and completely with respect and consideration at all times.

PERSONAL/PROFESSIONAL CAPABILITIES

Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

TITLE: DEPARTMENT PHILOSOPHY	NUMBER 1.1
	PAGE 4 OF 4

Through study and experience, a police officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never ending process of personal and professional development that should be pursued constantly.

PRIVATE LIFE

Police officers will behave in a manner that does not bring discredit to their agencies or themselves.

A police officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.

1.1.3 CODE OF ETHICS-CIVILIAN EMPLOYEES

I will keep my private life unsullied as an example to all; develop self-restraint and be constantly mindful of the welfare of others. Honest in thought and deed in personal and official life, I will be exemplary in obeying the laws of the land and the regulations of the Department. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

1.1.4 TRAINING

All agency personnel will receive ethics training. This training will be provided at least biennially.

TITLE: DEPARTMENT AUTHORITY AND CONTROL	NUMBER 1.2
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

1.2.1 BASIS OF AUTHORITY

The Greensboro Police Department is organized under authority of Article 4, Section 4.31(a)-(b), of the Charter of the City of Greensboro.

Section 4.31(a) - "The Chief of Police, acting under the City Manager, shall have supervision and control of the police force and shall enforce discipline therein."

Section 4.31(b) - "For the purpose of enforcing North Carolina state laws, city ordinances, and regulations, of preserving the peace of the city, of suppressing disturbances and apprehending offenders, and for serving civil process, the Chief of Police and each member of the police force shall have the powers of peace officers vested in sheriffs and constables..."

1.2.2 OATH OF OFFICE

All sworn personnel, prior to assuming sworn status, must take an oath of office to enforce the laws of the state of North Carolina, the Greensboro City Ordinances, and to uphold the Constitution of the United States.

1.2.3 LIMIT OF POLICE POWER

The police should always direct their actions strictly toward their functions and never appear to usurp the powers of the judiciary by avenging individuals or the state, or authoritatively judging guilt or punishing the guilty. No employee of the Police Department should ever place himself above the law.

TITLE: ORGANIZATION, RANK STRUCTURE, AND DUTIES	NUMBER 1.3
EFFECTIVE DATE: 06-02-08	PAGE 1 OF 8
REVISION HISTORY: (Adopted 09-01-94) R9/06-02-08	

1.3.1 ORGANIZATIONAL STRUCTURE

The Greensboro Police Department is organizationally divided into various Bureaus, Divisions, and components, in order to meet the current mission of the Department. Employees should refer to the current Structure and Functions Guide for the organizational structure and the responsibilities of the various components, including the staff and line functions.

The Structure and Functions Guide is updated annually by the Office of the Chief of Police, is distributed throughout the Department, and is available to all employees.

1.3.2 DEFINITIONS

Unless otherwise required by context, the following words and phrases in this Manual shall be construed to mean as follows:

Department - The Greensboro Police Department, City of Greensboro, North Carolina.

Bureau - The first subordinate organizational unit within the Department.

Division - The first sub-unit of a bureau.

Employee - Any employee of the Department, whether sworn or nonsworn including Police Reserve Officers.

Squad/Section/Team or Sub-Unit - A group of employees performing a specific activity.

Zone/Response Area - A geographical area to which one or more officers are assigned for patrol.

Beat - A geographical area to which one or more officers are assigned for the purpose of foot patrol.

Shift - A designated span of time during which personnel are actually engaged in the performance of their assigned duties.

1.3.3 ORDER OF RANK OF SWORN EMPLOYEES

The order of rank of sworn employees of the Police Department shall be as follows:

- Colonel
- Major
- Captain

TITLE: ORGANIZATION, RANK STRUCTURE, AND DUTIES	NUMBER 1.3
	PAGE 2 OF 8

- Lieutenant
- Sergeant
- Corporal
- Master Police Officer
- Senior Police Officer
- Police Officer II
- Police Officer I
- Police Reserve Officer

1.3.4 CHIEF OF POLICE

Appointment - The Chief of Police shall be appointed by the City Manager and report directly to the Office of the City Manager.

Authority - Subject to law, rules of the City of Greensboro, and directions of the City Manager, the Chief of Police shall be responsible for the overall administration of the Department and shall directly supervise, the Assistant Chiefs of Police, the Executive Assistant to the Chief of Police and the Executive Officer to the Chief of Police.

Rank - The Chief of Police shall hold the rank of Colonel, which is denoted by the silver eagle uniform insignia.

General Duties and Responsibilities - The Chief of Police shall, within his authority, perform the following:

- He shall be responsible for the training, directing, coordinating, controlling, and staffing of administrative, operational, and staff activities of the Department.
- He shall make all promotions within the Department.
- He shall be the official representative of the Department when required by protocol.
- He shall coordinate the activities of the Department to ensure a high degree of cooperation with other City departments and outside agencies.

1.3.5 ASSISTANT CHIEF OF POLICE

Appointment - An Assistant Chief of Police shall be appointed by and report directly to the Chief of Police.

TITLE: ORGANIZATION, RANK STRUCTURE, AND DUTIES	NUMBER 1.3
	PAGE 3 OF 8

Authority - Subject to law, rules of the Department, and directions of the Chief of Police, an Assistant Chief of Police shall be a Bureau Commanding Officer and shall exercise immediate authority over all organizational components of the bureau that he commands and the employees therein, and over all matters of administration, policy, operations, and discipline within the bureau. Under emergency situations and/or orders of the Chief of Police, his authority may extend to organizational components and personnel outside of his bureau. If he is designated or regarded as Acting Chief of Police, his authority shall be extended so that he is to be regarded as the official representative of the Chief of Police and his commands are to be obeyed throughout the Department.

Rank - An Assistant Chief of Police shall hold the rank of Major, which is denoted by the gold oak leaf uniform insignia.

General Duties and Responsibilities - An Assistant Chief of Police shall, within his authority, perform the following:

- He shall be responsible for the training, directing, coordinating, controlling, and staffing of administrative, operational, and staff activities of the Department.
- He shall be responsible for the direction and control of personnel within his bureau to ensure the proper performance of duties and adherence to established rules, regulations, policies, and procedures. He shall provide for continuation of bureau command and/or supervision during his absence.
- He shall coordinate the operations of all divisions and sections within his bureau in all necessary matters and ensure that a high degree of lateral cooperation and exchange of information is maintained.
- He shall confer regularly with the Chief of Police on operational activities, problems, and bureau needs. This includes the responsibility of budgeting and other administrative planning functions for the bureau.

1.3.6 DIVISION COMMANDING OFFICER

Appointment - A Division Commanding Officer shall be appointed by the Chief of Police and report directly to the Assistant Chief of Police of his bureau.

Authority - Subject to law, rules of the Department, and directions of the Chief of Police and Assistant Chief of Police, a Division Commanding Officer shall have immediate authority over all organizational components of the division that he commands and the employees therein, and over certain matters of administration, policies, operations, and discipline within the division. His authority extends to personnel regularly outside of his command when the delay necessary to inform the appropriate authority might result in damage to the Department's reputation or brings about consequences contrary to the Department's best interests.

Rank - A Division Commanding Officer shall hold the rank of Captain, which is denoted by the twin silver bar uniform insignia.

TITLE: ORGANIZATION, RANK STRUCTURE, AND DUTIES	NUMBER 1.3
	PAGE 4 OF 8

General Duties and Responsibilities - A Division Commanding Officer shall perform the following:

- He shall be responsible for the direction and control of personnel within his division to ensure the proper performance of duties and adherence to established rules, regulations, policies, and procedures. He shall provide for the continuation of divisional command and/or supervision during his absence.
- He shall coordinate the operations of all sections and the actions of all personnel under his command, in all necessary matters, and ensure that a high degree of lateral cooperation and exchange of information is present and maintained.
- He shall confer regularly with his Assistant Chief of Police on operational activities, problems, and needs of his division. This includes the responsibility of budgeting and administrative planning functions for the division.

1.3.7 DIVISION EXECUTIVE OFFICER

Appointment - A Division Executive Officer shall be appointed by the Chief of Police and shall report directly to the Division Commanding Officer.

Authority - Subject to law, rules of the Department, and directions of his Commanding Officer, a Division Executive Officer shall have immediate authority over all supervisors assigned to his division and over certain matters of administration, policy, and discipline within the division. His authority extends to personnel regularly outside of his command when the delay necessary to inform the proper authority might result in damage to the Department's reputation or brings about consequences contrary to the Department's best interests.

Rank - A Division Executive Officer shall hold the rank of Lieutenant. The single silver bar uniform insignia denotes the Lieutenant's rank.

General Duties and Responsibilities - A Division Executive Officer shall, within his authority, perform the following:

- He shall be responsible for the direction and control of subordinate personnel within his division or section to ensure the proper performance of duties and adherence to established rules, regulations, policies, and procedures.
- He shall assume command of the division in the absence of his Commanding Officer.
- He shall make certain that the operations and actions of all personnel under his command complement one another in all matters, and that a high degree of lateral cooperation and exchange of information is maintained.
- He shall confer regularly with his Commanding Officer on operational and administrative activities and the needs of his division and shall keep his Commanding Officer informed of any situations that affect the welfare of the Department.

TITLE: ORGANIZATION, RANK STRUCTURE, AND DUTIES	NUMBER 1.3
	PAGE 5 OF 8

- He shall be responsible for the proper organization and assignment of duties within his area of supervision to ensure the necessary performance of divisional functions.

1.3.8 FIRST-LINE SUPERVISORS

Appointment - A first-line supervisor shall be appointed by the Chief of Police and shall report directly to his immediate division supervisor.

Authority - Subject to law, rules of the Department, and directions of his division supervisor, a first-line supervisor shall have immediate authority over employees assigned to his area of supervision and over certain matters of operations and discipline within that area. His authority extends to personnel regularly outside that area when delay necessary to inform the proper authority might result in damage to the Department's reputation or brings about consequences contrary to the Department's best interest.

Rank - A first-line supervisor shall hold the rank of Sergeant. The three-stripe chevron uniform insignia denotes the Sergeant's rank.

General Duties and Responsibilities - A first-line supervisor shall, within his authority, perform the following:

- He shall be responsible for the direction and control of personnel under his supervision to ensure the proper performance of duties and adherence of rules, regulations, policies, and procedures.
- He shall ensure that the operations and actions of all personnel under his supervision complement one another in all matters and that a high degree of lateral cooperation and exchange of information are present and maintained.
- He shall confer regularly with his supervisor on operational activities, problems, and needs of his area of supervision, and shall keep his supervisor informed of any situations that affect the welfare of the Department.
- He shall regularly conduct open inspections of all personnel, components, and equipment under his supervision and shall direct the correction of any situations of inadequacy found in such inspections.
- He shall be responsible for the proper organization and assignment of duties within his area of supervision to ensure the necessary performance of police functions.
- He shall be responsible for the preparation of the required correspondence and reports relating to the activities of his area of supervision.
- He shall counsel officers under his supervision in the performance of their duties and shall take suitable action in the case of any laxity, misconduct, incompetence, inefficiency, or neglect of duty.

TITLE: ORGANIZATION, RANK STRUCTURE, AND DUTIES	NUMBER 1.3
	PAGE 6 OF 8

1.3.9 POLICE CORPORAL, MASTER POLICE OFFICER, SENIOR POLICE OFFICER, POLICE OFFICER II, OR POLICE OFFICER I

Appointment - A Police Corporal, Master Police Officer, Senior Police Officer, Police Officer II, or Police Officer I shall be appointed by the Chief of Police and report directly to the Squad Sergeant.

Authority - Subject to law, rules of the Department, and directions of his division supervisors, a Police Corporal, Master Police Officer, Senior Police Officer, Police Officer II, or Police Officer I shall direct a specific police situation. A Police Corporal, when functioning as acting Sergeant, shall have the same authority as the Squad Sergeant.

Rank - Rank designation is as follows:

- Corporal – chevron with two stripes
- Master Police Officer – chevron consisting of one-stripe up with two-stripe rocker
- Senior Police Officer – chevron consisting of one-stripe up with one-stripe rocker

Police Training Officers (PTOs) may hold the rank of Police Officer II, Senior Police Officer, or Master Police Officer. Rank designations for PTOs are as follows:

- Master Police Officer – chevron consisting of one-stripe up with two-stripe rocker and a star in the middle
- Senior Police Officer – chevron consisting of one-stripe up with one-stripe rocker and a star in the middle
- Police Officer II – chevron consisting of one-stripe up with a star below

General Duties and Responsibilities - A Police Corporal, Master Police Officer, Senior Police Officer, Police Officer II, or Police Officer I shall, within his authority, perform the following:

- He shall hold himself in readiness to accept calls for service and to obey orders from his supervisors. He shall give immediate attention to calls for assistance, complaints, or other emergencies. He shall render such assistance as may be required in an efficient manner, returning to his regular duties as soon as feasible. He shall make an accurate and prompt report to his supervisor, written or oral, as required, upon completion of services rendered.
- He shall constantly be vigilant and on the alert for violations of the laws and ordinances and shall make every effort to prevent breaches of the peace and offenses against persons and property. He shall be responsible for attending to crime, accidents, disorders, and other criminal conditions within his area of patrol.
- He shall recognize that he performs the basic police service for the general public. He shall strive towards courtesy with the public and be alert for emergencies and impediments affecting the public welfare. He shall promptly attend to the public's distress and complaints brought to his attention by citizens.

1.3.10 AUTHORITY AND RESPONSIBILITY OF NONSWORN SUPERVISORS

Appointment - At the direction of the Chief of Police, a nonsworn employee may hold a position in the Department comparable to a sworn commander, supervisor, or employee, but without sworn status.

TITLE: ORGANIZATION, RANK STRUCTURE, AND DUTIES	NUMBER 1.3
	PAGE 7 OF 8

Authority - In holding such a position, the nonsworn supervisor shall have all the authority of the comparable position not inconsistent with his nonsworn status.

Rank - Director, Assistant Director, Administrator/Coordinator and Supervisor shall be the ranks assigned to this classification. Uniformed nonsworn personnel shall wear the following rank insignia:

- Director - Warrant Officer 5 bar
- Assistant Director - Warrant Officer 4 bar
- Administrator/Coordinator- Warrant Officer 3 bar
- Supervisor - Warrant officer 2 bar

General Duties and Responsibilities - A nonsworn employee in a director, administrator, coordinator or supervisory position shall supervise all personnel directly assigned to his division or section. He shall have staff supervision over his particular program, and will administer such through lines of command to the Chief of Police.

1.3.11 POLICE RESERVE OFFICER

Appointment - Pursuant to Section 4.35 of the Greensboro City Code of Ordinances, Officers of the Police Reserve Corps shall:

- Be appointed by and serve at the pleasure of the Chief of Police
- Serve in a voluntary, non-salaried, part time capacity. However, upon approval of the City Council, the city manager may provide additional compensation to police reserve officers if called into active duty by either the mayor or city manager and Chief of Police because of an emergency. In such events police reserve officers may receive such compensation for their services as approved by City Council.

Police reserve officer's report as follows:

- For administrative and other purposes, Police Reserve Officers report to the Special Operations Division Commanding Officer through the Police Reserve Corps chain of command.
- For operational purposes, all Police Reserve Officers report to the officer to whom the Reserve Officer is assigned.

Rank - A Police Reserve Officer shall hold the rank of Reserve Lieutenant, Reserve Sergeant, Reserve Corporal or Reserve Officer. All ranks within the Police Reserves shall be considered Reserve appointments and shall carry authority only over lesser Reserve ranks. There shall be no uniform rank insignia for Reserve Officers.

TITLE: ORGANIZATION, RANK STRUCTURE, AND DUTIES	NUMBER 1.3
	PAGE 8 OF 8

Rank designation is as follows:

- Reserve Lieutenant-The rank will be displayed on the badge indicating Reserve Lieutenant.
- Reserve Sergeant-The rank will be displayed on the badge indicating Reserve Sergeant.
- Reserve Corporal-The rank will be displayed on the badge indicating Reserve Corporal.

General Duties and Responsibilities - A Police Reserve Officer shall, within his authority, perform the following:

- He shall assist regular police officers in the performance of patrol and other duties and shall hold himself to the same standard of professionalism and attention to duty as a regular police officer.
- He shall maintain a state of operational readiness to respond to mobilization of the Police Reserves to handle emergency situations. The Police Reserves are recognized as an important resource of manpower in response to natural and other disasters.
- The Reserve Lieutenant, Sergeant, and Corporal shall administer and supervise the operation of the Police Reserves within the realm of their authority and shall ensure the proper adherence to established rules of the Department by the Police Reserve Officers under their command.

They shall ensure the orderly flow of information between the Police Reserves and other elements of the Department and will promote a high level of cooperation in all matters involving the Police Reserves.

TITLE: COMMAND AND CONTROL	NUMBER 1.4
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R3/05-01-08	

1.4.1 INDIVIDUAL RESPONSIBILITY, AUTHORITY, AND DELEGATION

The Department is an organization with the assignment of responsibility and accountability throughout the rank structure. The command structure, which is set forth by the Chief of Police, establishes authority for employees commensurate with their responsibility. Employees are accountable for the use or failure to use delegated authority.

Command personnel are given full authority to make decisions necessary for the effective management of their commands within the scope of their delegated responsibility. Supervisory personnel are accountable for the performance of employees under their immediate control.

1.4.2 SUCCESSION OF COMMAND

In the case of planned absence of the Commanding Officer/Director of any bureau or other organizational component, the Commanding Officer/Director of that component will designate an acting Commanding Officer.

In the absence of the Commanding Officer/Director and if no acting Commanding Officer has been designated, the senior ranking officer will assume command until relieved by higher authority.

1.4.3 UNITY OF COMMAND

Each Greensboro Police Department employee is accountable to only one supervisor at any given time. Each employee will be responsible or accountable to his regular immediate supervisor, except when working on a special assignment, incident, extra duty, or temporarily assigned to another unit or squad. In these cases, the employee will be accountable to the first-line supervisor over that squad, assignment, event, duty, or incident.

Similarly, each organizational component will be under the direct command of only one supervisor, as specified in the Department Structure and Functions Guide.

It is recognized that there may be times when a supervisor has to give a lawful command to an employee or component that is outside his normal chain of command. In these cases, the order shall be obeyed.

1.4.4 SPAN OF CONTROL

To achieve effective direction, coordination, and control, the number of employees under the immediate control of a supervisor will not be excessive. The exact number of employees supervised by any one supervisor will be dependent on the nature of the job being performed, the complexity of the task, the size of the area to be supervised, the experience level of the employees, and other factors having a bearing on the work environment.

Each Commanding Officer/Director will continually review the number of employees being supervised by those under his command to ensure that appropriate limits are not exceeded.

TITLE: COMMAND AND CONTROL	NUMBER 1.4
	PAGE 2 OF 2

1.4.5 OBEDIENCE TO ORDERS

Employees shall promptly obey any lawful written or verbal order or directive of a superior or any employee who is serving in the capacity of a superior, including any order relayed from a superior by an employee of the same or lesser rank. Failure to obey is insubordination and is subject to disciplinary action.

1.4.6 CONFLICTING ORDERS OR DIRECTIVES

Employees receiving conflicting orders shall advise the person issuing the conflicting order of the previous instructions. The responsibility for countermanding the first order rests with the person issuing the second order. The employee will obey the second order.

1.4.7 UNLAWFUL ORDERS

Employees shall not knowingly issue any order which is in violation of any law, ordinance, or Departmental rule. No employee will be required to obey any such unlawful order. The responsibility to refuse to obey any unlawful order rests with the individual employee and shall require justification of action. Employees receiving any unlawful order shall report this fact, in writing, to the next higher level of authority, through channels, as soon as possible.

TITLE: RULES FOR ALL EMPLOYEES	NUMBER 1.5
EFFECTIVE DATE: 06-02-08	PAGE 1 OF 8
REVISION HISTORY: (Adopted 09-01-94)R7/06-02-08	

1.5.1 GENERAL CONDUCT

Employees shall conduct their private and professional lives in such a manner as not to impede the Department's efforts to achieve its policies and goals nor bring discredit upon the Department or upon the individual as an employee of the Department.

Conduct which is contrary to the intent and purpose of Departmental policies or goals or which would reflect adversely upon the Department or its employees is prohibited. This prohibition includes not only all unlawful acts by employees but also all acts, which although not unlawful in themselves, would degrade or bring disrespect upon the employee, the Department, or the uniform. Officers in uniform must especially exercise good judgment even when not on duty, keeping in mind their special identification by the public.

1.5.2 CONDUCT TOWARD PUBLIC AND EMPLOYEES

Employees shall be respectful, courteous, and impartial when dealing with the public and other employees.

Employees shall not harass, use coarse, violent, profane, derogatory, insubordinate, or insolent language or gestures, nor maliciously express any prejudice concerning race, religion, politics, sex, or national origin. Employees shall bear in mind the sensitivity of others when making comments even though those comments are not meant to be malicious or offensive.

1.5.3 TRUTHFULNESS

Employees are required to be truthful at all times, whether under oath or not. Upon order of the Chief of Police, his designee, superior officer, or other authorized person, employees shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department, which may be asked of them.

The Chief of Police may direct an employee to submit to a polygraph examination to help determine the credibility of a complainant, witness, or accused employee. Such tests administered under this rule shall only apply to any administrative process that may result.

1.5.4 OBEDIENCE TO LAWS AND REGULATIONS

Employees shall observe and obey all laws, ordinances, City Personnel Rules, Departmental Rules, Directives, Special Orders, and Standard Operating Procedures. All employees have the responsibility to become thoroughly familiar with the provisions of this Departmental Directives Manual and are expected to know and assume their duties and obligations. In the event of a breach of discipline or a violation of a rule, procedure, directive or duty, it will be presumed that the employee was familiar with it.

Any employee charged with or arrested for a violation of a criminal or traffic law or ordinance will report such fact in writing to the office of the Chief of Police by the next scheduled business day, including all pertinent facts concerning the violation.

TITLE: RULES FOR ALL EMPLOYEES	NUMBER 1.5
	PAGE 2 OF 8

Upon conclusion of judicial action in the matter, the employee will report the disposition and all pertinent facts, in writing, to the office of the Chief of Police by the next business day.

1.5.5 ESTABLISHED ELEMENTS OF VIOLATION

Existence of facts establishing misconduct is all that is necessary to support any allegation or provide a basis for any violation charged.

It is not necessary that a formal complaint be filed prior to an investigation establishing the elements of a violation. Nothing herein prohibits the administration of discipline or the charging of employees merely because the alleged act or omission does not specifically appear in laws, ordinances, Departmental rules, Directives, Special Orders, or Standard Operating Procedures.

1.5.6 DUTY TO REPORT VIOLATIONS OF LAWS, ORDINANCES, RULES, AND DIRECTIVES

Employees knowing of or suspecting other employees of violating laws, ordinances, Departmental Rules, Directives, Special Orders, or Standard Operating Procedures shall report it to their supervisor. If an employee believes the information is of such a nature or gravity, official channels may be bypassed and the information reported directly to the Chief of Police or Internal Affairs Section.

1.5.7 INTERFERENCE WITH DUE PROCESS

Employees shall not interfere with or interrupt, or be associated with any activity, which might interfere with or interrupt, the proper administration of justice or any administrative investigation.

1.5.8 MALICIOUS CRITICISM AND GOSSIP

Employees shall not maliciously criticize the Department, its policies, or other employees where such malicious talking, writing, or other expressions tend to impair the operations of the Department by interfering with the Department's goals and efficiency, interfering with the ability of supervisors to maintain discipline, or having been made without knowledge of fact or circumstance with regard to truth.

1.5.9 DISCRETION

Each employee will be held accountable for the sound use of discretion and the use of good judgment in the performance of his duties.

North Carolina General Statute 160A-285 authorizes municipal police officers to enforce all state laws, city ordinances or regulations, and to serve criminal and civil processes that may be directed to them by the General Court of Justice. All officers will be permitted to apply professional and impartial discretion in situations involving investigative and arrest procedures.

Officers are permitted to use several alternatives to the physical arrest of violators. These alternatives include the issuance of citations or the use of criminal summonses in certain non-violent criminal situations. Other less serious violations may allow the use of written or verbal warnings.

Statutory requirements, legal precedent and contemporary public opinion may be considered when exercising discretion. The use of discretion shall be sharply limited in felony situations. Greater latitude of discretionary judgment will be permitted in the investigation of misdemeanor and local ordinance offenses.

1.5.10 ASSOCIATION WITH CRIMINALS

Employees shall not associate with persons whom they know or reasonably should know to be criminals, prostitutes, gamblers, suspected felons, persons under criminal investigation or indictment, or who have a reputation in the community for present involvement in criminal behavior, except as necessary in the performance of official duty or where unavoidable because of family relationships.

1.5.11 COMPETENCY

Employees shall establish and maintain sufficient competency to effectively perform their duties and carry out the responsibilities of their position and the function and objectives of the Department. Incompetence may be demonstrated by:

- a lack of knowledge in the application of laws to be enforced
- an unwillingness or inability to perform assigned tasks and duties
- a failure to conform to work standards established for the employee's rank, grade, or position
- a history of repeated poor performance evaluations
- repeated infractions of the rules, regulations, policies, or procedures of the Department
- a history of failing to maintain those skills required by the state of North Carolina certification as a law enforcement officer.

1.5.12 DUTY RESPONSIBILITIES

Employees shall perform all duties as required by law and competent authority, regardless of their specific assignment or job description. They shall perform their duties in such a manner as to effectively and efficiently carry out the functions and objectives of the Department. Employees assigned to specialized duties are not relieved of the responsibility of taking prompt action in the matter of any violation of law or rules of the Department coming to their attention, unless specifically authorized by competent authority, directive, or procedure.

1.5.13 REQUIRED ASSISTANCE

Officers shall take appropriate police action to aid a fellow officer or citizen exposed to danger. On-duty personnel or personnel operating Departmental vehicles shall take appropriate action and/or make proper notification of any incident they encounter which requires Police Department response or attention.

1.5.14 RESPONSIBILITY FOR SAFETY AND SECURITY OF PERSONS AND PRIVATE PROPERTY

Employees shall ensure that reasonable measures are taken to provide safety, protection, and security for persons and property coming under their care and control because of arrest or other police action.

1.5.15 REPORTING AND RELIEF FROM DUTY

Employees shall report to daily lineup, roll call, or other assignment at the time and place specified, properly dressed and equipped. Employees shall also remain at their assignment and on duty until properly relieved or dismissed by competent authority.

1.5.16 ABSENCE FROM DUTY

Employees shall not be absent from duty except as authorized by official leave and/or approved by competent authority. Failure to properly notify one's supervisor and to gain consent for absence is considered absent without leave.

Members requiring relief from a duty assignment due to illness shall notify the Watch Operations Officer or their supervisor prior to their scheduled reporting time.

Employees shall not absent themselves from duty by reason of any feigned illness or injury. A Division Commanding Officer/Director may take all necessary steps to prevent abuses, including dispatching a supervisor, nurse or physician to verify illness, or requiring a medical examination as evidence of physical status.

1.5.17 SLEEPING ON DUTY

Employees are prohibited from sleeping on duty.

1.5.18 CONDUCTING PRIVATE BUSINESS

No employee shall conduct personal business while on duty when such actions would interfere with assigned responsibilities. It is also especially important that employees in uniform exercise good judgment in this behavior because of their special identification by the public.

1.5.19 IMPAIRING SUBSTANCES

Employees shall not consume, purchase, or possess any intoxicating beverage (except in the performance of duty and while acting with proper and specific approval of a superior officer) while:

- in uniform, or
- on duty, or
- on Departmental premises, or
- in a city owned vehicle

TITLE: RULES FOR ALL EMPLOYEES	NUMBER 1.5
	PAGE 5 OF 8

No employee will operate a city-owned vehicle after the consumption of any amount of intoxicating beverage except in the performance of duties and while acting with proper and specific approval of a superior officer.

Off-duty employees shall not consume intoxicating beverages to such an extent as to render them unfit to report for their next regular duty day or when on call. Employees shall not report for duty or be on duty while visibly affected from the use of liquor, controlled substances, drugs, or any other means, or with an odor of intoxicants on their breath.

Any employee on duty or reporting for duty while visibly affected by the use of liquor, controlled substances, drugs, or any other means or with an odor of intoxicants on their breath shall submit to a breathalyzer test and/or other diagnostic tests. Such tests administered under this rule shall only apply to any administrative process that may result.

No employee shall report for duty while taking prescribed or over the counter medications which affect their ability to properly or safely perform their assigned duties.

1.5.20 PROPER IDENTIFICATION REQUIRED OF EMPLOYEES

Employees shall identify themselves by displaying their badge or identification card before taking any official action, except when not feasible or where their identity is obvious. When requested, employees shall supply their name and badge number and allow their identification card to be viewed in a courteous manner.

1.5.21 SEAT BELT USE BY EMPLOYEES

Seat belts will be utilized by the driver and all employees in police vehicles. Common sense and good judgment may provide an exception to this policy when the nature or exigency of duty requirements is warranted.

1.5.22 TRANSPORTING PRIVATE CITIZENS IN POLICE VEHICLES

Employees shall transport private citizens in police vehicles only when necessary to accomplish some specific police duty or as directed by competent authority.

When transporting private citizens in police vehicles, employees will comply with the provisions of N.C.G.S. 20-135.2A and 20-137.1 regarding seat belt usage which require:

- all front seat passengers to be properly restrained
- all passengers less than 16 years of age to be properly secured by a child passenger restraint system, or seat belt as appropriate
- all children less than 8 years of age and less than 80 pounds to be secured in a weight-appropriate child passenger restraint system

In the event an employee must transport a child, and an appropriate child restraint system is not available at the scene, such seats are maintained at various locations within the Department:

- The Watch Operations Center at the Kitchen Operations Facility.
- The Criminal Investigations Division.

TITLE: RULES FOR ALL EMPLOYEES	NUMBER 1.5
	PAGE 6 OF 8

- The Juvenile Services Squad.
- The Customer Service Desk at the Maple Street Station.
- The weapons cleaning room at the Swing Road Facility.

Employees utilizing these seats will insure they are returned in a timely manner to their appropriate location.

1.5.23 SUBMISSION OF REPORTS

Employees are responsible for the complete and accurate completion of all reports, forms, or other documents required by their duties or competent authority, and are responsible for the timely submission of such documents prior to the end of their duty day unless otherwise directed by current Departmental policy, practice, or competent authority.

1.5.24 PROHIBITED AREAS

No persons shall be permitted inside an officially designated prohibited or restricted area, unless authorized by the employee in charge of such area and displaying an approved identification.

1.5.25 FORWARDING OF CORRESPONDENCE

An employee receiving a written communication from a subordinate directed to a higher command shall endorse it, indicating approval, disapproval, or acknowledgment, and forward within a reasonable period of time.

1.5.26 RELEASE OF INFORMATION

Employees shall not reveal information gained through police employment to persons outside the Department, unless such information is a matter of public record or required by law, competent authority or Departmental procedures.

1.5.27 USE OF TOBACCO PRODUCTS

Employees will not use tobacco products when it would be offensive, unlawful, or inappropriate and should be considerate of others when using tobacco products.

1.5.28 TELEPHONE REQUIREMENTS AND CHANGE OF NAME, RESIDENCE, TELEPHONE NUMBER, MARITAL STATUS OR DEPENDENTS

Employees are required to have a telephone in the place where they reside. This requirement may be satisfied by any **functioning** telephone for which the employee **constantly maintains the applicable service**. Examples include a "traditional" hard wired telephone, cordless telephone, or mobile telephone whose service is based upon a cellular, satellite or internet provider.

Employees having a change in their residence telephone number will report the new number to the Resource Management Division, in person or by telephone, on the next business day. A memorandum will be forwarded to the Office of the Chief of Police, through channels, on the employee's next working day. The Office of the Chief of Police shall forward a copy of the memorandum to the Professional Standards Division.

TITLE: RULES FOR ALL EMPLOYEES	NUMBER 1.5
	PAGE 7 OF 8

Employees having a change in their name, residence, marital status, or dependents will need to sign new employment-related forms. Therefore, these changes will be reported to the Resource Management Division, in person, on the next business day and by forwarding a memorandum, through channels, to the Office of the Chief of Police on the employee's next working day. The Office of the Chief of Police shall forward a copy of the memorandum to the Professional Standards Division.

1.5.29 TAKING OFFICIAL ACTION WHILE OFF DUTY

Off-duty employees shall refrain from taking official action except in emergency or unusual circumstances when such action is necessary to avoid injury or other serious consequences.

Off-duty employees shall not become involved in neighborhood disputes or quarrels except in an emergency or unusual circumstance when such action is necessary to avoid injury or other serious consequences. Neighborhood disputes will normally be handled by disinterested officers.

1.5.30 UNIONS AND ORGANIZATIONS

Any employee may belong to a club, union, or other employee association of their choice. Neither the Police Department nor any employee will coerce or discriminate against any employee in the exercise of the right to join or not to join a club, union, or other employee organization.

Because of the emergency nature of their work, police employees will not participate in work stoppages, work slow downs, strikes, or any other action that disrupts the operations of the Department. Instigation of, participation in, or giving leadership to a work stoppage, work slow down, other disruption, or unauthorized absences from work, shall constitute grounds for disciplinary action up to and including dismissal.

1.5.31 GRATUITIES AND SOLICITATIONS

Employees shall neither solicit nor accept, either directly or indirectly, any gift, gratuity, loan service, fee, reward, or other thing of value from any commercial organization, person, or firm without the express approval of the Chief of Police or as outlined in this directive. This rule applies to situations in which the acceptance of anything of value may serve to influence or create the impression of influencing any employee in the performance of their duties. This policy does not prohibit:

- Unsolicited discounts or services offered to all officers or employees so long as the employee does not profit by reselling the item or offering the service to another.
- Acceptance of departmentally approved awards, including money, given to an employee by a publicly recognized organization in recognition of outstanding service or achievement.
- Acceptance by an employee of money or gifts on behalf of the department with approval of any command level supervisor. Such items accepted shall be of benefit to the department as a whole or for some worthy cause that is sponsored in whole or in part by the department.

Any unauthorized gift, gratuity, reward, or other material benefit, which comes into the possession of any employee, shall be forwarded to the Chief of Police. The Chief of Police may

TITLE: RULES FOR ALL EMPLOYEES	NUMBER 1.5
	PAGE 8 OF 8

consult with the Police Attorney and a determination will be made whether to arrange for the return of the gift and/or initiate an investigation. The employee involved shall be notified in writing of the disposition.

Individual personnel will not be permitted to use the Department's name to solicit funds from individuals and/or business sources outside the Greensboro Police Department. However, this policy does not prohibit a member from utilizing their employment status to solicit funds from individuals within the Department and/or law enforcement-oriented organizations such as the Greensboro Police Club, North Carolina Law Enforcement Officers Association, etc.

Solicitation of funds from outside sources for major programs, activities, or events which significantly impact upon the Department as a whole may be approved by the Chief of Police.

1.5.32 COMMERCIAL ENDORSEMENTS

Employees shall not use their position in the Department to provide endorsement, recommendation, or preference for any commercial product, firm, or service.

This rule prohibits employees from recommending attorneys, bondsmen, alarm companies, or any other service associated with a criminal justice related function, except to family members.

1.5.33 PROHIBITED TRANSACTIONS

Employees shall not order, purchase, or otherwise acquire any goods, merchandise, or services in the name of the City of Greensboro or in the name of the Greensboro Police Department when such is for personal use or gain.

Employees are prohibited from knowingly buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to their attention or which arose out of their Departmental employment.

No Departmental employee shall act as an agent for any bail bonding company or professional bail bondsman. An employee may not hold an interest, directly or indirectly, in the financial affairs of any firm or corporation whose principal business is acting as a bail bonding company. Employees are cautioned that NCGS 58-71-105 also prohibits an officer's spouse from engaging in such activities.

1.5.34 POSTING OF BAIL BOND

No Departmental employee may become surety on a bail bond for any person other than a member of his immediate family.

TITLE: USE OF FORCE	NUMBER 1.6
EFFECTIVE DATE: 12-10-07	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-94) R7/12-10-07	

1.6.1 USE OF FORCE

When a situation exists, wherein an officer determines there is a reasonable belief of the need to use force upon another person, all such uses of force will comply with the provisions of North Carolina General Statute 15A-401(d). This Statute allows that officers are justified in using force upon another person:

- When the officer reasonably believes the force is necessary.
- And to the extent the officer reasonably believes the force is necessary.

Officers may use this reasonable force to:

- Prevent the escape, or effect the arrest of, a person whom the officer reasonably believes has committed a criminal offense. This provision does not apply to any arrest which the officer knows to be unauthorized.
- Defend himself, or other person, from what the officer reasonably believes is the use, or imminent use of, physical force. This provision applies to situations where an officer is effecting or attempting to effect an arrest, or while the officer is preventing or attempting to prevent an escape.

N.C.G.S. 15A-401(d) allows that officers are justified in using deadly force upon another person when the officer reasonably believes deadly force is necessary:

- To defend the officer, or another person, from what the officer reasonably believes to be the use or imminent use of deadly physical force.
- To effect the arrest, or prevent the escape from custody of, a person whom the officer reasonably believes is attempting to escape by means of a deadly weapon.
- To effect the arrest, or prevent the escape from custody of, a person whom the officer reasonably believes presents an imminent threat of death or serious physical injury to others unless apprehended without delay.

1.6.2 SUBJECT CONTROL OPTIONS

The subject control options and definitions listed below are intended as a guide. An officer's decision to utilize any force in a situation is a response to the behavior of the subject(s) involved, and other relevant factors known to the officer. The subject control options do not necessarily follow a preset order of escalation. An officer must continually assess the totality of the circumstances and escalate, de-escalate, or completely cease any force utilized appropriately.

- **Presence:** a form of psychological force established through the officer's appearance and demeanor at a scene.
- **Verbal Direction/Control:** the verbiage utilized by an officer to control or de-escalate a situation.

TITLE: USE OF FORCE	NUMBER 1.6
	PAGE 2 OF 4

- **Physical Control:** the use of bodily contact, to include; touching, assisting, grabbing, joint manipulations, kicking or striking. Physical control includes “soft” and “hard” hand options. “Soft” hand techniques are those with a low probability of injury, such as joint locks and pressure points. “Hard” hand techniques are those with a higher risk of injury to include, punches, kicks or stuns.
NOTE: Stunning techniques to the neck (brachial plexus origin) are appropriate in cases of an aggressive assault and/or high level of resistance of such a manner the assault/resistance approaches a situation in which deadly force would be appropriate.
- **Aerosol/Chemical Agents:** the use of Oleoresin Capsicum or other chemical agents to control resistance and/or end flight.
- **Electronic Impulse Device (TASER):** a device which deploys electric current into a subject’s body to affect the central nervous system.
- **Intermediate Weapons:** impact weapons utilized in a manner consistent with current departmental training, in order to reduce the probability of serious bodily injury. This includes the ASP, baton, flashlight, police bicycle and specialized impact munitions.
- **Precision Immobilization Technique (PIT):** a maneuver which may be utilized by properly trained officers which involves the controlled striking of a violator vehicle with a police vehicle. The PIT is considered a less lethal use of force when performed as described by the training guidelines of the Greensboro Police Department. If exigent circumstances warrant the striking of a violator vehicle outside the established training guidelines, this action may be considered as a use of deadly force.
- **Police Canine:** canine handlers will utilize their assigned police service dogs in a manner consistent with departmental training and guidelines. If the police canine is deployed, and the canine bites a suspect, this will be considered a less lethal use of force. The mere release of police canine is not considered a use of force.
- **Deadly Force:** an action likely to cause death or serious bodily injury, including the use of lethal weapons.

The following situations are examples of reportable uses of force:

- The striking of any person
- The use of OC spray on a person
- The use of chemical agents
- The use of any other less lethal weapon (TASER, less lethal munitions, etc.)
- The application of physical restraint resulting in injury
- The use of the Precision Immobilization Technique
- Police canine bite
- Deadly Force

TITLE: USE OF FORCE	NUMBER 1.6
	PAGE 3 OF 4

Mere physical restraint is defined as physically overpowering without striking or using weapons. Scuffling, holding, tackling, or the application of assisted come-alongs, etc., may or may not be mere restraint, depending on the circumstances. Whenever doubt exists as to whether the level of restraint/control used constitutes a reportable use of force, an immediate supervisor will be notified of the incident and the supervisor will make the determination.

An officer shall not deliberately strike another person with any impact weapon, whether an issued weapon or an environmental weapon, on the head, in the groin, solar plexus, throat, kidneys or on the spinal column unless the officer reasonably believes a situation exists in which deadly force would be appropriate to protect himself, or a third party.

Whenever an employee uses force against another person, immediate notification of the employee's supervisor is required. It is the responsibility of the supervisor to make a thorough investigation of the incident and to forward a report as required. The supervisor will enter each use of force into the "GPD Activity Log" (24 Hour Summary) prior to ending their tour of duty.

The Internal Affairs Section will assign a classification to each use of force investigation when it is received. This classification will assist in computer data maintenance and statistical analysis.

- Physical Control
- Chemical Agents
- TASER
- Impact Weapons, Striking
- Less Lethal Munitions
- Precision Immobilization Technique
- Canine
- Deadly Force

1.6.3 USE OF DEADLY FORCE

An officer may use his firearm, or other deadly force, upon another person when the officer reasonably believes the deadly force is necessary:

- To defend the officer, or another person, from what the officer reasonably believes to be the use or imminent use of deadly physical force.
- To effect the arrest, or prevent the escape from custody of, a person who the officer reasonably believes is attempting to escape by means of a deadly weapon.
- To effect the arrest, or prevent the escape from custody of, a person who the officer reasonably believes presents an imminent threat of death or serious physical injury to others unless apprehended without delay.

TITLE: USE OF FORCE	NUMBER 1.6
	PAGE 4 OF 4

Deadly force is that force which is readily capable of inflicting serious bodily injury or death.

Serious bodily injury is that which creates a substantial risk of death. It may cause serious permanent disfigurement or result in long-term loss of the function of a bodily member or organ.

Reasonable belief is that set of facts or circumstances that would cause a reasonable person in the officer's position to believe it was actually or apparently necessary to use the force which was actually used.

In the event an officer is involved in a use of deadly force incident, he will be reassigned and evaluated in a manner consistent with the provisions of Departmental Directive 8.2

1.6.4 IMPROPER USE OF FIREARMS OR OTHER DEADLY FORCE

Officers will be subject to disciplinary action if the use of a firearm or other deadly force involves:

- A violation of the law by the officer
- A violation of Departmental rules
- Disregard for public safety
- Misconduct on the officer's part
- Accidental discharge through carelessness or recklessness
- Firing of "warning shots"
- Other poor judgment involving the use of a firearm or other deadly force

1.6.5 MEDICAL ASSESSMENT

Whenever an officer uses force on an individual in custody, the officer will ensure the individual receives appropriate medical treatment as outlined in Departmental Directive 11.1.5. If an individual is affected by a use of police force, and is not in-custody, officers will make reasonable efforts to ensure any associated medical issues are addressed.

TITLE: DEPARTMENTAL ADMINISTRATION	NUMBER 1.7
EFFECTIVE DATE: 06-02-08	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R5/06-02-08	

1.7.1 GOALS AND OBJECTIVES

Bureau and Division level Commanders will prepare annual goals and objectives for their units and the Department. Goals preparation will follow the provisions of the Greensboro Budget Manual and the budget calendar established for that purpose.

In preparing these goals and objectives, Commanders should seek input from unit personnel. When the goals and objectives of the unit and Department have been adopted, Commanders will share this information with subordinates in a written distribution.

1.7.2 MONTHLY STATUS REPORT

At the conclusion of each month, each Division Commanding Officer will submit a monthly report detailing accomplishments, activities, and status of his command. This report will be used to identify problem areas, to analyze trends, and to describe the status of programs and address objectives linked to the Chief's workplan.

Monthly reports will be forwarded through channels so as to be received by the Office of the Chief of Police not later than the 10th of the following month. In addition to forwarding a copy of the monthly report to the Office of Chief of Police, a copy of all monthly reports shall be forwarded to the Accreditation Section.

1.7.3 LINE INSPECTION

Line inspection shall be an ongoing process to ensure that all personnel are acting in concert with Departmental requirements in areas of personal appearance, use and maintenance of equipment, and adherence to rules, regulations, and directives.

Each supervisor is responsible for line inspection within his area of responsibility. Unit S.O.P. Manuals will set forth procedures governing the frequency, scope, and documentation of inspections, and the corrective actions and follow-up procedures to be followed.

1.7.4 REVIEW OF SPECIALIZED UNITS/ACTIVITIES

Supervisory personnel are charged with the responsibility of conducting annual reviews of any specialized unit and activity within their command to ensure their continuing justification and cost/benefit factors.

1.7.5 DEPARTMENT STAFF INSPECTIONS

Department Staff Inspections provide the Chief of Police with an additional source of information to evaluate Departmental efficiency and effectiveness.

The Staff Inspectors accomplish this purpose through an ongoing process of inspections/audits of functions, equipment, procedures and personnel of the Department. They operate at the direction of the Chief of Police or his designate. The Staff Inspections Section operates within the Office of the Chief of Police and reports to the Executive Officer to the Chief of Police.

TITLE: DEPARTMENTAL ADMINISTRATION	NUMBER 1.7
	PAGE 2 OF 2

Inspectors will provide appropriate notification to the affected Bureau and Division Commander prior to the initiation of the inspection. The inspectors may request a member of the affected unit to act as a liaison between the unit and the Inspection Team.

Upon completion of an inspection, the Inspections Team will prepare a written report and schedule a review conference. The review conference will be attended by the Chief of Police, Bureau Commander, Division Commanding Officer (or Director), the Executive Officer to the Chief of Police, and the Inspections Team. The Inspections Team will provide each attendee with a written copy of the report. This conference will provide the opportunity for discussion and feedback regarding the findings of the report.

Within fifteen (15) working days after the report has been received, the affected Division Commander or Director will prepare a written response to the Inspections Report. The response will specify the reasons for concurrence or non-concurrence, and submit a timetable for implementation of corrective action on all findings bearing concurrence. The affected Division Commander may request an extension, if necessary, for response. The Division Commanding Officer will present his response at a meeting with the Chief of Police, Bureau Commander, Executive Officer to the Chief of Police, and the Inspections Team. The Chief of Police will determine final approval. Consideration will be given to the issues raised, resolving disagreements, and proposed implementation actions.

Within ninety days of receipt of the Division Commanding Officer's response a follow up inspection for noted deficiencies that cannot be immediately corrected will be performed by the Inspections Team. The Inspections Team will then prepare a written follow-up report to be presented at a follow-up conference, which will normally include the Chief of Police, Bureau Commander, the Division Commanding Officer, Executive Officer to the Chief of Police, and the Inspections Team.

TITLE: ARBITRARY PROFILING	NUMBER 1.8
EFFECTIVE DATE: 06-02-08	PAGE 1 OF 1
REVISION HISTORY: (Adopted 01-14-02) R3/06-02-08	

1.8.1 GENERAL

The purpose of this directive is to establish a prohibition against any police action based solely on arbitrary stereotypes or profiles. The Greensboro Police Department is committed to the equal and fair treatment of all citizens, and will act responsibly in every capacity to continuously enhance public trust and support the ideals of a democratic and free society.

1.8.2 DEFINITIONS

Arbitrary Stereotype: A conventional oversimplification or opinion, conception or belief regarding a person, group, event, or issue that is thought to typify or conform to an unvarying pattern, lacking any individuality.

Arbitrary Profiling: Any police-initiated activity that is motivated solely by race, gender, ethnicity, religion, age, citizenship, sexual orientation, or any arbitrary stereotype rather than the behavior of an individual or information that leads to a particular individual that has been shown to be or is engaged in a specific illegal behavior.

1.8.3 POLICY

It shall be the policy of the Greensboro Police Department not to engage citizens based solely upon their race, gender, ethnicity, religion, age, citizenship, or sexual orientation specifically when performing any of the following law enforcement functions:

- Traffic enforcement activities
- Criminal investigative activities
- Field interview inquires
- Asset/forfeiture seizures

Additionally, the decision to initiate or not initiate any public service activity, or any other service provided by the Department, based solely upon arbitrary profiles or stereotypes is prohibited. However, police employees may use any of the above-denoted personal characteristics to establish articulable reason, reasonable suspicion or probable cause when performing law enforcement services, so long as such characteristics are not the sole basis for the action or inaction.

1.8.4 TRAINING

Agency personnel will receive training in bias based profiling issues including legal aspects. The profiling related training should include among other things; field contacts, traffic stops, search issues, asset seizure and forfeiture, interview techniques, cultural diversity, discrimination, and community support.

1.8.5 ANNUAL ANALYSIS

A documented annual analysis of the Department's bias-based profiling data will be conducted on a calendar year basis by the Staff Inspections Section.



Chapter 2



TITLE: EMPLOYMENT PROCESS	NUMBER 2.1
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R2/08-01-04	

The employment process is designed to evaluate applicants in terms of job related standards and ensure the selection of applicants who meet the standards. This directive sets forth the procedures for applicant selection and processing and identifies the functional aspects of the overall employment process.

The Greensboro Police Department will attempt to minimize any adverse impact within the employment process. Adverse impact, for the purpose of this directive, is defined as a substantially different rate of selection which works to the disadvantage of members of a race, sex, or ethnic group; an unfavorable effect. The employment selection process will use only those components that have been documented as having job relatedness, usefulness and a minimum adverse impact. Adverse impact in the employment process will be measured by comparing the selection rates for each race, sex and ethnic group with the group having the highest selection rate. (Records and data used to monitor adverse impact shall be maintained on file within the Division of Resource Management.)

All components of the employment process will be administered, scored, evaluated and interpreted in a uniform manner. Whenever possible, Departmental personnel representative of race, sex and ethnic groups in the Department's service area shall be included in the selection process.

All applications for non-sworn employment with the Department shall be considered for the current employment process only. Applicants must reapply for each specific employment process.

All applications for sworn employment with the Department shall be considered for a period of one year. Upon completion of one year, if the applicant has not been hired, the applicant must reapply for the position sought.

The Police Department, in conjunction with the City Human Resources Department, shall evaluate the employment process at least annually.

TITLE: EMPLOYMENT PROCESS FOR SWORN PERSONNEL	NUMBER 2.2
EFFECTIVE DATE: 07-05-06	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R6/07-05-06	

The Division of Resource Management will receive all applications for sworn employment with the Greensboro Police Department.

2.2.1 RESPONSIBILITY OF DIVISION OF RESOURCE MANAGEMENT

The Division of Resource Management is responsible to:

- Coordinate the application process with City of Greensboro Human Resources Department.
- Provide interested applicants with general information applicable to the position being sought and a description of all elements of the selection process.
- Provide written notice of the anticipated duration of the selection process.
- Receive all applications for employment.
- Provide police officer and reserve officer applicants, with a list of areas from which polygraph questions will be drawn, at the time of a conditional offer of employment.
- Provide conditions and procedures for re-application if the applicant is not hired.
- Record all applications received and coordinate conditions of processing, disposition of each application, and proper maintenance, storage and disposition of applicant files.
- Schedule applicants for the appropriate assessments during the application process.

2.2.2 SWORN APPLICATION PROCESS

Upon receipt of applications for the position of sworn officer, the following processes will be administered or coordinated by the Division of Resource Management. The denoted processes may or may not occur exactly in the order as listed in this directive and are divided into pre-conditional offer and post-conditional offer assessments. The applicant will be guided through the processes and advised as necessary of their status. Each applicant will be provided advance notice of the associated processes for scheduling purposes.

The following processes occur prior to any conditional offer of employment:

- Review all application material for compliance with established North Carolina Criminal Justice Education and Training Standards Commission criteria.
- Schedule and Administer the Police Officer Physical Ability Test (modified).
- Schedule and review Statistical Risk Analysis Testing.
- Coordinate and review Oral Board Interview assessments.
- Coordinate the assignment and review of background investigations.

TITLE: EMPLOYMENT PROCESS FOR SWORN PERSONNEL	NUMBER 2.2
	PAGE 2 OF 2

The following processes are administered after a conditional offer of employment is made to the candidate:

- Coordinate and review polygraph examinations.
- Coordinate and review psychological assessments.
- Coordinate Medical Evaluations and Drug Screening with the City of Greensboro Medical Services.

2.2.3 FINAL SELECTION PROCESS

A Hiring Board consisting of the Assistant Chief of the Administrative Operations Bureau, the Commanding Officer of the Division of Resource Management, the Commanding Officer of the Division of Professional Standards, the Commanding Officer of the Division of Organizational Development, the School Director of the Police Basic Training Academy, and a Captain from one of the Patrol Divisions, (who is appointed by the Chief of Police) will review and evaluate all qualifying applications and make recommendations for employment to the Chief of Police. The Chief of Police will make the final hiring decision prior to the conditional and final offers of employment.

Each person employed as a sworn officer must successfully complete a probationary period that encompasses the one (1) year period following the date they are sworn.

TITLE: LATERAL ENTRY PROGRAM	NUMBER 2.3
EFFECTIVE DATE: 12-10-07	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R6/12-10-07	

2.3.1 PURPOSE OF PROGRAM

The Lateral Entry Program adopted by the Greensboro Police Department has been designed to reduce the total training time required to staff the Department with certified law enforcement officers.

Administration of the Lateral Entry Program is assigned to the Resource Management Division.

2.3.2 ELIGIBILITY REQUIREMENTS FOR THE LATERAL ENTRY PROGRAM

All persons applying for consideration by the Greensboro Police Department under the Lateral Entry Program must comply with the following requirements:

- Must possess a current Law Enforcement Officer Certification by the state of North Carolina and must have been employed in a full-time law enforcement capacity for a minimum of 24 months in the preceding 30 month period (at the time application is received). The totality of the individual's law enforcement training and work experience will be considered;
- Must have served a minimum of two (2) years in a civilian governmental law enforcement assignment;
- Must meet all current standards for a police officer applicant;
- Complete all parts of the hiring process as established by the Department in D.D. 2.2;
- Must be evaluated and recommended for employment by the department's selection committee;
- Greensboro Police Reserve Officers who have completed the Greensboro Police Department PBIC and maintain continuous certification are eligible for reinstatement at the discretion of the Chief of Police;
- Former Greensboro Police Officers who have not been separated from the agency for more than one (1) year are eligible for reinstatement, but must successfully complete all portions of the employment process;

Out-of-State officers who meet all of the aforementioned requirements do not qualify for the Lateral Entry Program, however, shall be compensated for previous experience upon employment. They must complete the Greensboro Police Department PBIC in its entirety and all field-training components.

All in-state applicants who qualify for the Lateral Entry Program, will be hired as a Police Officer I, beginning year three (3) for training and compensation purposes.

2.3.3 TRAINING REQUIREMENTS

Applicants selected for employment under the Lateral Entry Program will be required to successfully complete an academy training program as prescribed by the North Carolina Criminal Justice Training and Standards Commission.

Those persons successfully completing the academy program will be required to successfully complete a Police Training Officer (PTO) Program as established by the Department. Length and content of field training may vary based on the qualifications and experience of individual officers.

In all cases, failure to successfully complete the PTO Program will be grounds for termination. While participating in the PTO Program, lateral entry officers must satisfy the standards which apply to other police officers.

Each person employed under the Lateral Entry Program will be required to meet the one year probationary standards of the Department for sworn members.

2.3.4 EMPLOYMENT STATUS OF LATERAL ENTRY PERSONNEL

All persons employed by the Greensboro Police Department under the Lateral Entry Program will be employed at the Police Officer I level. Persons employed through this program will be required to meet all "time in grade" requirements currently in place, prior to participation in any promotional or transfer processes.

TITLE: REINSTATEMENT OF FORMER OFFICERS	NUMBER 2.4
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R2/08-01-04	

The Greensboro Police Department will consider for reinstatement all former Greensboro Police Officers who were not separated for cause, and are eligible for recertification under the provisions established by the North Carolina Criminal Justice Training and Standards Commission.

2.4.1 REQUIREMENTS FOR REINSTATEMENT

Reinstatement of former Greensboro Police Officers will be conditional pending reinstatement of certification from the North Carolina Criminal Justice Education and Training Standards Commission.

Former Greensboro Police Officers seeking reinstatement must make application through the Division of Resource Management and must meet all current minimum standards for police officers, including medical examinations, fingerprints, and record checks. The personal history statement will not be required.

Former Greensboro Police Officers seeking reinstatement who meet these requirements will be referred to the Department. All phases of the application process as required by Directive 2.2 (Employment Process for Sworn Personnel), except the Oral Interview Board, will be completed and the applicant referred to the Hiring Board for recommendation to the Chief of Police. The Chief of Police shall make the final determination on employment.

2.4.2 RETENTION OF BENEFITS

Reinstated officers will retain all previous Departmental seniority attained prior to separation and will be eligible to participate in promotional processes and be considered for Departmental transfers in accordance with applicable policies and procedures.

A former Greensboro Police Officer who had attained the rank of Police Officer II or higher may be reinstated as a Police Officer II; all others will be reinstated to the position of Police Officer I. Reinstated officers will serve a probationary period of one year.

Reinstated officers will not be entitled to service credit in determining eligibility for group medical and life insurance benefits, longevity, and annual leave.

Retirement credit may be restored within applicable City and retirement guidelines. If retirement funds were not withdrawn, the reinstated officer may reestablish retirement credits immediately. If retirement funds have been withdrawn, credit for former service may be purchased after ten years of current membership in the retirement system.

Reinstated officers will be assigned to one of the Patrol Divisions. Training credits will be restored and officers will not be required to attend recruit or field training but, at the discretion of their Division Commanding Officer, may be assigned to a Police Training Officer for a period of time for reorientation. Requalification with firearms will be required upon reinstatement.

TITLE: EMPLOYMENT PROCESS FOR NON-SWORN POSITIONS	NUMBER 2.5
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R3/08-01-04	

The employment process described in this section applies to non-sworn employees, including all full-time, permanent, and temporary employees, with the exception of School Crossing Guards. It will be administered in a manner consistent with City policy concerning fairness and reasonable accommodation.

2.5.1 INITIAL SELECTION PROCESS

Initial screening is performed by the City of Greensboro Human Resources Department. Applicants found to be acceptable will be referred to the Division of Resource Management. The Division of Resource Management will notify the affected Bureau Commander who will designate bureau selection members.

The bureau selection members are responsible for assessing the applicant's experience, background, education, and other relevant information in terms of specific position requirements. All components of the selection process shall be based upon job relatedness, usefulness, and nondiscriminatory procedures. Applicants who compare favorably with the established standards of the position will be scheduled for an oral interview.

2.5.2 ORAL INTERVIEW AND RECOMMENDATIONS

The oral interview will be conducted by the bureau selection members. Interview procedures, questions, and assessment guidelines may be reviewed by the Division of Resource Management prior to the interview being conducted.

Based upon the application, skills test (if applicable), Statistical Research Analysis (if applicable), and oral interview, the Bureau Selection Committee will make recommendations by memorandum to the Division of Resource Management. Recommendations will include a preferred ranking of the applicants and specific information and conclusions regarding the qualifications of each applicant.

2.5.3 BACKGROUND INVESTIGATION

Based upon the recommendations of the bureau selection members, applicants will be assigned in the designated preferred order for completion of a background investigation. When possible, a minimum of three applicants will be assigned for background investigations for every one vacancy.

2.5.4 REQUIRED EXAMINATIONS

Applicants will be required to successfully complete any examination deemed appropriate to the position. These examinations could include any of the following; medical, psychological, polygraph assessments, and drug screening.

Employment is conditional upon the successful completion of any or all of these examinations.

TITLE: EMPLOYMENT PROCESS FOR NON-SWORN POSITIONS	NUMBER 2.5
	PAGE 2 OF 2

2.5.5 FINAL SELECTION

The Commanding Officer of the unit with the vacancy will review all information on applicants, and will make hiring recommendations to the affected Bureau Commander. The Bureau Commander will make the final determination on employment.

2.5.6 PROBATIONARY PERIOD

Applicants accepting non-sworn employment with the Greensboro Police Department must serve a six-month probationary period and successfully complete entry-level training before attaining permanent employment status. The probationary period may be extended beyond the six-month period.

TITLE: REEMPLOYMENT	NUMBER 2.6
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R1/08-01-04	

2.6.1 FORMER OFFICERS

The Greensboro Police Department will consider for reemployment all former Greensboro Police Officers. Former Greensboro Police Officers who have been separated for a period of more than one year may reapply and be considered for employment under the provisions of Departmental Directive 2.2 (Employment Process for Sworn Personnel).

Retirement credit may be restored within applicable City and retirement guidelines. If retirement funds were not withdrawn, the reemployed officer may reestablish retirement credits immediately. If retirement funds have been withdrawn, credit for former service may be purchased after ten years of current membership in the retirement system.

2.6.2 NONSWORN EMPLOYEES

Former employees in non-sworn positions will be considered for reemployment and may be reinstated in accordance with City of Greensboro Standard Procedure B-15, Reinstatement.

TITLE: EMPLOYMENT PROCESS FOR SCHOOL CROSSING GUARDS	NUMBER 2.7
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R3/08-01-04	

This directive sets forth procedures for the selection process for employment of School Crossing Guards.

2.7.1 APPLICATION PROCEDURES

Applicants applying for the position of School Crossing Guard must meet the following requirements:

- Minimum age 21.
- Physical condition appropriate to the successful performance of job expectations.
- Telephone.
- Transportation to and from post.

A criminal history of the applicant will be reviewed for any offenses or convictions which would make employment of the applicant not in the best interests of the Police Department. All applications for employment as a School Crossing Guard will be made through the City Employment Office and forwarded to the Operational Support Division. The School Safety Officer will screen each applicant to ensure that minimum employment requirements are met.

The School Safety Officer will conduct a background investigation on each applicant based on the need to fill vacancies.

2.7.2 BACKGROUND INVESTIGATION

The background investigation will consist of:

- Interview with the applicant.
- Interview with at least three of the applicant's listed references.
- Interview with past employers.
- Credit check conducted through the Greensboro Credit Bureau by Division of Resource Management personnel.
- A summary of the investigator's findings and conclusions regarding the applicant's moral character.

The background investigation will be documented in written, memorandum form. It will contain documentation of the interview with the applicant, interviews with the three listed references, interviews with past employer(s), verification that the applicant meets the listed minimum requirements for employment, and a summary of the investigator's findings and conclusions regarding the applicant's moral character.

TITLE: EMPLOYMENT PROCESS FOR SCHOOL CROSSING GUARDS	NUMBER 2.7
	PAGE 2 OF 2

2.7.3 FINAL SELECTION

Each applicant will be evaluated by both the School Safety Officer and the Operational Support Division Executive Officer. They will submit a written recommendation on all applicants to the Commanding Officer of the Operational Support Division.

The Commanding Officer of the Operational Support Division will make School Crossing Guard employment selections with the approval of the Chief of Police.

Upon acceptance for employment, the applicant's original file will be transferred from the Operational Support Division to the Division of Resource Management to become the applicant's Departmental personnel file. Each applicant's file will contain:

- Application for employment
- Background investigation
- Credit report
- Criminal history

The Operational Support Division will maintain a record of each nonselected applicant's background investigation report for a period of three years.



Chapter 3



TITLE: FAIR LABOR STANDARDS ACT AND CITY WORK TIME POLICIES	NUMBER 3.1
EFFECTIVE DATE: 09-25-06	PAGE 1 OF 10
REVISION HISTORY: (Adopted 09-01-94)R6/09-25-06	

The Fair Labor Standards Act contains provisions and standards concerning minimum wages, equal pay, overtime pay, and record keeping. Its provisions apply to the employees of state and local government.

3.1.1 EMPLOYEE CLASSIFICATIONS

Under FLSA, employees are classified as either exempt or nonexempt. These classifications are defined as follows:

Nonexempt Employees - All employees who are subject to the Fair Labor Standards Act.

Exempt Employees - All employees who have been specifically excluded from the provisions of the Fair Labor Standards Act under the defined Executive, Administrative, or Professional exemptions.

3.1.2 WORK TIME

Work time is defined by the Fair Labor Standards Act and by City policy as all time an employee is "suffered or permitted" to work, regardless of where such work takes place. By this definition, any preliminary or postliminary activity will be counted as work time. Allowing an employee to perform tasks, which are related to their job, is the same as requiring the work under this definition.

No nonexempt employee may work outside their normal work times without prior supervisory approval.

Examples include, but are not limited to, the following:

- Lineup time.
- Organizing daily work prior to scheduled work time.
- Performing work-related activity before scheduled work time, after scheduled work time, or during "lunch periods."
- Answering telephone during nonscheduled work time.
- Departmental meetings.
- Emergency medical treatment of injuries received on the job.
- Time spent adjusting a grievance under the City's Grievance and Appeal Procedure.
- Certain travel time depending on the circumstances of the travel.
- Jury Duty.
- Educational Leave with Pay.

TITLE: FAIR LABOR STANDARDS ACT AND CITY WORK TIME POLICIES	NUMBER 3.1
	PAGE 2 OF 10

- Official Duty.
- Official duty (work time) will be managed in fifteen (15) minute increments (to the nearest quarter hour).

In cases of Jury Duty, Educational Leave with Pay, and Official Duty, leave slips shall be submitted for total leave time incurred. Only actual work time associated with the leave will be recorded each day on the employee's time sheet. Any activity which is deemed work time must be recorded as such and the employee compensated in a manner which is acceptable to both the Fair Labor Standards Act and current City and Departmental policy.

The following paid leave time is not work time:

- Holidays
- Annual Leave
- Sick Leave
- Workmen's Compensation
- Military Training
- Compensatory/FLSA Compensatory Time Off
- Planned Leave w/o Pay
- Administrative Leave with Pay
- Administrative Leave w/o Pay

3.1.3 OVERTIME FLSA PROVISIONS

Since varying levels of service to the public are provided throughout the Department, individual Commanding Officers are responsible for developing work schedules and work time procedures for their sworn and non-sworn personnel. These schedules and procedures will account for the level of service provided and Fair Labor Standards Act provisions.

Proposed work schedule changes must be approved by the affected Bureau Commander prior to implementation. Any proposed schedule change should include a statement of financial impact anticipated by the change.

In accordance with the Fair Labor Standards Act, sworn personnel and non-sworn personnel have two separate and distinct standards for hours worked.

TITLE: FAIR LABOR STANDARDS ACT AND CITY WORK TIME POLICIES	NUMBER 3.1
	PAGE 3 OF 10

Non-sworn Personnel - Work hours for non-sworn personnel are accounted for in a strict 7-day period. All hours worked over 40 in the 7-day workweek are subject to overtime compensation. The compensation will be in one of the following forms:

- Schedule time off on an hour-for-hour basis in the same workweek to avoid overtime. This method may be used by the Division Commanding Officer or non-sworn Director to reduce the total work time for the workweek to 40 hours.
- Work hours which exceed 40 hours for the workweek and could not be taken off in the workweek earned will be compensated by earning Compensatory Time (C-time) at a rate of time and one-half.
- Non-sworn employees may accumulate compensatory time (regular or FLSA C-time) up to a combined total of 50 hours.
- Fixed wage for fluctuating hours.

The Department reserves the right to pay for any accumulated compensatory time, for the purpose of reducing accumulated totals.

Sworn Personnel - Hours worked for sworn personnel are accounted for based on the cycle they are working. This cycle is based on the work schedule and cannot exceed 28 days. For the 28-day cycle, the maximum allowable work hours before overtime compensation is required, are 171. All sworn personnel will work a twenty-eight (28) day cycle unless approved by the affected Bureau Commander with concurrence from the Commanding Officer of the Division of Resource Management. For schedules which are less than twenty-eight days, the maximum allowable hours are as follows:

<u>Days Worked</u>	<u>Maximum Work Hours</u>
28	171
27	165
26	159
25	153
24	147
23	141
22	134
21	128
20	122

Overtime will be categorized in two (2) ways:

- (1) **Straight Overtime** – time which is earned by working over the cycle minimum and up to the FLSA limit established by the cycle, (paid at the employee's equivalent hourly rate) and
- (2) **FLSA Overtime** – time worked over the established FLSA limit for the cycle (paid at one and one half times the employee's equivalent hourly rate)

TITLE: FAIR LABOR STANDARDS ACT AND CITY WORK TIME POLICIES	NUMBER 3.1
	PAGE 4 OF 10

Definitions:

“Cycle Minimum” – The numbers of scheduled work hours that occur in the work cycle. (E.G. The Patrol Operations standard cycle minimum is 154 hours, while the Metro Criminal Investigations standard cycle minimum is 160 hours)

“Equivalent hourly rate” – (Current semi-monthly pay X 24 pay periods) divided by 2080

“Premium Pay” – pay which results from any work related activity that is outside of the normal scheduled work time. This pay is awarded at one and one half times the employee’s equivalent hourly rate.

Premium Pay may be earned by participating in one following qualifying activities:

- (1) Unscheduled mobilization or activation on a scheduled off day
- (2) Other unscheduled activity deemed qualifying by the Bureau Commander on a scheduled off day

Participation in one of these Premium Pay activities must be recorded on the departmentally approved Premium Pay Voucher (PS-POL-18-90). Total Premium Pay hours will be the actual hours worked or two (2) hours, which ever is greater. These vouchers must be signed by the supervisor authorizing the activity as well as the employee’s supervisor (if different), and should be attached to the employee’s time sheet. One (1) Premium Pay Voucher is required for each day associated with a qualifying Premium Pay activity. This time is not recorded as work time on the employee’s time sheet.

Unscheduled mobilization or activation occurring on a scheduled duty day will be counted as work time and recorded on the employee’s time sheet. This time does not automatically qualify as FLSA Overtime and does not require a Premium Pay Voucher.

For the purpose of determining overtime and associated compensation, work hours and leave hours for sworn personnel shall be managed over the entire work cycle. Good stewardship of public resources requires that supervisors manage personnel work hours in a way that compliments the objectives of the organization. Supervisors may, for the purpose of this directive, modify the employee’s normally scheduled work hours to prevent overtime hours. This option generally will not be exercised on a duty day in which the employee has already reported for work. However, it can be exercised for any future duty days within the work cycle. Leave hours must be recorded on the employee’s time sheet; however, leave time will be categorically reconciled at the completion of the work cycle.

All requests for leave must be made in writing on the departmentally approved “Request for Leave” form (PDS-1-25). Whether approved or denied, these requests must be attached to the employee’s time sheet for record keeping purposes. Denial of a leave request must be explained in the comments section of the form by the denying supervisor.

3.1.4 ON CALL AND CALL BACK TIME

Work time is considered anytime an employee is required to remain at or so near his place of work or telephone that he cannot use the time effectively for his personal use.

TITLE: FAIR LABOR STANDARDS ACT AND CITY WORK TIME POLICIES	NUMBER 3.1
	PAGE 5 OF 10

This must count as work time. If the employee is not required to remain on the City's premises, but is asked merely to leave word at his home or with his supervisor as to where or how he may be reached, then this would not constitute work time. The use of pagers for on-call personnel is not considered work time.

- Some employees are periodically required to be in a formal "on call" status during which time they are expected to be available for contact by telephone or pager and be able to report for work. "On call" status is not considered work time; thus, it is not compensable. However, in recognition of the potential inconvenience, employees in this status shall be awarded the equivalent of four (4) hours of pay per on call week. This time will always be compensated at the equivalent of the employee's hourly rate.
- When an employee is called back to work, the work time begins when he leaves his residence and ends upon his return home.
- When called back to duty on an **off day**, the credited work time will be for the actual time worked or two (2) hours, whichever is greater. This time must be recorded on Premium Pay **Voucher and is compensated at one and one half times the equivalent of the employee's hourly rate. This time is not recorded as scheduled work time on the employee's time sheet, and should be recorded in the appropriate designated location on the time sheet.**
- **When called back to duty on a *scheduled duty day*, the time is recorded on the employee's time sheet and is reconciled along with other work hours.**
- **The duty day is based on the twenty-four (24) hour clock. Premium pay hours are only those hours that occurred on the off day. (e.g. An officer is called back to work at 2300 hours on his last scheduled duty day and works four (4) hours. One (1) hour is recorded on the officer's time sheet, and three (3) hours are premium pay hours and require a premium pay voucher.)**
- If called back to duty prior to the beginning of a scheduled duty day, the start of the duty day may be modified to the time called back to work, with the approval of the employee's supervisor.

3.1.5 TIME SHEETS

The work time of all nonexempt employees will be recorded on time sheets provided by the Police Department's Division of Resource Management (PS-POL-19-142). Each sheet will be signed by the individual employee and the employee's supervisor after the time sheet is completed, to attest to the accuracy of the information recorded. Each Bureau Commander may determine who records the work time on the time sheet based on the needs of the work group.

3.1.6 OFF-DUTY EMPLOYMENT

In accordance with the amendments of the Fair Labor Standards Act, off-duty employment does not constitute a joint-employment relationship. The hours worked are not counted as work hours in determining overtime compensation.

When an employee works off duty for another City department (i.e., the Coliseum), a dual employment relationship arises.

TITLE: FAIR LABOR STANDARDS ACT AND CITY WORK TIME POLICIES	NUMBER 3.1
	PAGE 6 OF 10

With the exception of sworn officers, City policy does not allow dual employment for Departmental personnel. Sworn officers may continue working in an off-duty status for other City departments when they are employed as a police officer. All hours worked for other City departments are in addition to an officer's normal work schedule and will be paid by the other department at a rate equal to one and one-half times the officer's normal rate of pay.

3.1.7 REQUIRED ATTENDANCE AT TRAINING SESSIONS AND OTHER MEETINGS

Required attendance at training or other meetings is considered work time, whether before, during or after the employee's regular workday.

Voluntary attendance at any training or other meetings is not considered work time. Attendance is voluntary only if the employee is not led to believe that his working conditions or continued employment would be adversely affected by nonattendance.

- Attendance at an authorized training program will be counted as work time for the employee while attending the school. The work hours recorded for the training program will take into account only the contact hours for the class and the travel time necessary to travel to and from the school. Travel time to a school conducted in a facility within Guilford County is regarded as commuting time and is not work time. The Division Commander will take into account the total hours worked during the cycle to determine if additional compensation is due the employee. For training programs attended on a scheduled workday, the Division Commander may modify the employee's schedule to accommodate the school and the remaining work time for the day. In these situations, the time spent in the normal duty assignment should be in a continual time frame with the training program attended.
- The policy outlined above will also be used for in-service training scheduled by the Division of Organizational Development and for special team training, except as noted below.
 - Special team training is normally conducted one day per month. This creates special problems for the units and employees working shifts. The Division Commanding Officer of a special team member may adjust the employee's normal schedule to allow for attendance at the training. If, in the affected Division Commanding Officer's judgment, the work schedule cannot be modified, the special team member will be excused from the training date.
 - **When travel and attendance at an educational school or program occurs on a regularly scheduled workday, the travel time will count as the work time (except within Guilford County) with the employee reporting only the actual travel time and/or attendance as work time on the time sheet. Division Commanding Officers may require an employee to work a partial day prior to travel when the required arrival time and estimated travel time permit. When the travel time exceeds the normal workday, the time in excess of the normal workday will be treated the same as work time. When travel and/or attendance occur on a regular off day, the travel time will count as the work time with the employee reporting only the actual travel time and/or attendance as work time on the time sheet.**

Attendance in departmentally approved schools or other approved training often constitutes a duty day that is reduced in hours from the normal duty day, especially in the case of operational personnel. In these cases, the department recognizes that the employee could fall short of the required cycle minimum for required work hours.

TITLE: FAIR LABOR STANDARDS ACT AND CITY WORK TIME POLICIES	NUMBER 3.1
	PAGE 7 OF 10

To address this situation, the department allows the use of “duty hours”. These hours result from the mathematical difference of the scheduled duty day as compared to the reduced duty day resulting from this “forced scheduling”. That is to say that if an employee attends an eight (8) hour school on a scheduled eleven (11) hour duty day, the employee is credited up to three (3) “duty hours” for the purpose of approaching or reaching the required cycle minimum. Additionally, if an employee attends a forty (40) hour school in lieu of attending forty-four (44) hours of scheduled duty time, the employee is credited up to four (4) “duty hours” for the purpose of approaching or reaching the required cycle minimum. “Duty hours” cannot be used to force the work hours per cycle over the cycle minimum, and will not be used to generate overtime hours.

When attending most conferences of professional organizations, the schedule of events can be placed in two categories: a training program and social program. When the Department sends an employee to a conference, the granting of educational leave requires that the employee attend all scheduled training programs. Attendance and participation in the social activities is at the option of the employee. The only hours that would be counted as work time would be those hours which are associated with the training program and the official business of the conference (i.e., registration, business meeting, etc.). The policy for attending a professional conference will be as follows:

- When authorized to attend a professional conference, an officer will be granted educational leave. When an employee attends the conference on a regularly scheduled duty day, the conference attendance will be credited to the duty day.
- When an employee attends a conference on a regularly scheduled off day, the total work time scheduled for the shifts before and after the conference will be evaluated to determine the amount of time due to the employee.

Attendance at training programs sponsored by the other City Departments are normally voluntary in nature. As such attendance does not constitute work time unless the training falls on a regularly scheduled work day and the employee is allowed to attend during normal duty hours.

3.1.8 AUTHORIZATION OF OVERTIME

Any supervisor may authorize overtime for their subordinates in order to complete the duties and responsibilities for their respective work units.

3.1.9 COMPENSATORY TIME (C-TIME) POLICY

The Department’s C-Time policy is as follows:

Any C-time earned in a designated work period which exceeds the maximum allowable work time for the cycle, will be scheduled off during the work cycle earned, when possible.

Any C-time earned in a designated work period which does not exceed the maximum allowable work time for the cycle, may be accumulated and taken at a time which complements the objectives of the Department while considering the desires of the employee.

TITLE: FAIR LABOR STANDARDS ACT AND CITY WORK TIME POLICIES	NUMBER 3.1
	PAGE 8 OF 10

This C-time may be accumulated up to a maximum of 50 hours. Once the accumulated C-time totals 50 hours, and additional C-time in excess of 50 hours cannot be taken within the cycle earned, the Division Commanding Officer must forward a memorandum, through channels, to the Chief of Police for approval to carry the excess C-time forward an additional cycle. C-time, whether earned or taken, shall be reconciled at the end of the work cycle. When an employee works outside his normal work schedule, the supervisor authorizing the work will complete a leave slip for each employee affected and forward it to the employee's Commanding Officer prior to ending his assignment or duty day.

3.1.10 COURT ATTENDANCE

Regularly scheduled court days for field personnel are allocated at eight (8) hours per scheduled court day and is considered required work time. These hours are treated as normal work time and should be recorded on the employee's time sheet.

A non-exempt employee required to attend court on a duty day, but outside the normal duty hours, will receive paid compensation at a rate of time and one-half for the actual hours spent in court or one hour, whichever is greater. An non-exempt employee required to attend court on a scheduled off day will receive paid compensation at a rate of time and one-half for the actual hours spent in court or four hours, whichever is greater.

Exempt employees who are required to attend court for a case(s) that arose during their assignment as a non-exempt employee, will be paid for such court time in the same manner as a non-exempt employees. However, no other court time will be paid for exempt employees.

Employees appearing for court while off duty will report to the Court Liaison Clerk, who will complete a Greensboro Police Department Premium Pay Voucher. To receive payment for off-duty court attendance, members must have complied with the provisions of this directive. The employee shall have the responsibility of returning the voucher to his/her supervisor for review and inclusion with the current time documents.

Employees shall not enter into any financial understanding for appearance as a witness prior to any trial, except in accordance with current directives.

An employee required to attend Federal Court will receive work time for the time spent attending the Federal proceeding and will retain the witness fee paid by the Federal Court. Any travel monies received from attending a Federal Court proceeding will be returned to the City, if transportation was furnished by the City.

3.1.11 MEAL PERIODS

Generally, if a unit's personnel cannot be assured of a meal period during the normal duty day, that unit's meal period is included as work time as designated by the Bureau Commander.

Meal periods must be at least thirty minutes to be excluded from work time. If an employee is permitted to work during a "meal period," the time must be counted as work time.

TITLE: FAIR LABOR STANDARDS ACT AND CITY WORK TIME POLICIES	NUMBER 3.1
	PAGE 9 OF 10

Appropriate meal periods for employees shall be established in each division's Standard Operating Procedures.

All meal periods shall be subject to supervision and direction and shall be scheduled to provide continued service to the public.

No meal period will be granted for employees working fewer than four hours.

No meal period will be scheduled at the immediate beginning or end of a duty day except in special situations and then only with permission of the immediate supervisor.

Employees shall not drive Departmental vehicles outside the Greensboro City limits for the purpose of meals, except to City-owned or sponsored events, including monthly Police Club meals.

3.1.12 BREAK PERIODS

Employees are permitted two 15-minute breaks during each full workday. Break periods must be counted as work time and cannot be used to offset other work time in any work period.

If an employee does not receive breaks during the duty day, there is no effect on the work hours. Additional compensation is not due the employee if the breaks are not received.

All break periods shall be subject to supervision and direction and shall be scheduled to provide continued service to the public.

3.1.13 HOLIDAY POLICY

The City of Greensboro recognizes ten (10) paid holidays for its employees for a total of 80 hours holiday time. City policy regarding holiday time is as follows:

Holiday time shall be implemented on a fiscal year basis. Effective each July 1st, 80 hours of holiday time will be credited to each employee's leave balance. By June 30th, all employees must reduce their holiday time balance to a maximum of 40 hours. All holiday time in excess of the 40 hour maximum will be forfeited. At the beginning of each new fiscal year, an employee may not have a holiday time balance of more than 120 hours.

For employees who enter or leave employment during the fiscal year, holiday time will be prorated accordingly.

Holiday time for employees working schedules other than Monday through Friday, 8 AM to 5PM may be taken as approved by their immediate supervisor and in accordance with established District/Division guidelines.

Employees who work fixed schedules will take holidays on the day(s) established by the City.

3.1.14 Temporary Assignment Compensation

When the necessity arises for an employee to assume temporarily the responsibility of another position in a class which is assigned to a higher control point or to perform temporary duties recognized at a higher level for a period of more than thirty (30) calendar days, the temporarily assigned incumbent may receive compensation for the entire period of the temporary assignment calculated as five percent (5%) of 85th percentile of the higher control point or 5 percent (5%) of current salary, whichever is greater.

In all such cases the commanding officer of the respective division shall forward a memorandum requesting the temporary assignment compensation to the Chief of Police identifying:

- the position which is temporarily vacant,
- the reason for the temporary vacancy,
- the employee that will assume the duties, and
- the anticipated duration of the temporary assignment.

The Chief of Police will review these requests and forward his recommendation to the City of Greensboro's Human Resources Director for final approval. Compensation for temporary assignments will only occur if the assignment is for a period greater than 30 calendar days. Affected commanders may submit the request for temporary assignment compensation after the first 30 calendar days have passed. Employees receiving temporary assignment compensation will be eligible for the entire period of the temporary assignment. Temporary assignment compensation will generally be paid in cases where it is unreasonable to expect the agency to fully function without an employee to serve in the temporarily vacant position and where there is a definite added demand on the employee filling the position.

In no case will temporary assignment compensation be paid to employees who are filling vacant positions which were created by other temporary assignments within the agency. However, in cases where employees are attending long-term schools, temporary assignment compensation will be considered. Temporary assignment compensation can be approved for any rank/grade within the agency, so long as it qualifies under the intent of this directive.

TITLE: EDUCATIONAL PAY INCREMENT PLAN	NUMBER 3.2
EFFECTIVE DATE: 08-08-05	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R3/08-08-05	

The Department has established an *Educational Achievement Bonus* in order to attract new officers who have credits or degrees from institutions of higher learning and to offer an incentive for current officers to continue their education. The Department encourages all sworn personnel to broaden their educational background by earning a baccalaureate or advanced degree.

3.2.1 PROCEDURES FOR POLICE TRAINEES

Police trainees may apply for an educational achievement bonus at the time of their employment. The Division of Resource Management will process the applications from trainees.

The trainee must submit a certified transcript or a copy of the diploma earned. If there is any question about the school's accreditation, the trainee must submit certified proof of the school's accreditation.

A trainee with an Associate of Arts Degree or its approved equivalent will be granted an educational achievement bonus in the amount of \$2500, to be paid in three (3) installments as prescribed by the Pay Administration and Compensation Plan. A trainee with a Baccalaureate Degree or its approved equivalent will be granted an educational achievement bonus in the amount of \$5000, to be paid in three (3) installments as prescribed by the Pay Administration and Compensation Plan.

3.2.2 PROCEDURES FOR CURRENT EMPLOYEES

The officer must submit a certified transcript or a copy of the diploma earned. If there is any question about the school's accreditation, the officer must submit certified proof of the school's accreditation.

If a current officer earns an Associate of Arts Degree, or its approved equivalent, the City will grant a one time educational achievement bonus in the amount of \$2500, paid in full the pay period following application. If a current officer earns a Baccalaureate Degree, or its approved equivalent, the City will grant a one time educational achievement bonus in the amount of \$5000, paid in full the pay period following application. If an educational achievement bonus has already been awarded to an officer for earning an Associate of Arts Degree, only \$2500 will be awarded for subsequently earning a Baccalaureate Degree.

Once an educational bonus has been awarded for a degree, subsequent degrees of the same type will not qualify for additional bonuses. Double degrees or majors will qualify for one educational achievement bonus only.

TITLE: OFF-DUTY EMPLOYMENT	NUMBER 3.3
EFFECTIVE DATE: 11-06-06	PAGE 1 OF 7
REVISION HISTORY: (Adopted 09-01-94) R11/11-06-06	

3.3.1 GENERAL POLICY

Off-duty police employment is defined as any employment of a sworn police officer in which:

- Employment occurs outside the officer's regular duty hours, and
- Officers are hired to provide police services during the course of employment, and
- Officers will be compensated for their employment.

Officers who are volunteering their services without compensation to approved organizations are also accountable and subject to the provisions of this Directive.

Officers should be aware that off-duty police employment is a privilege granted to sworn officers. While reasonable efforts will be made to accommodate such employment, the Department may prohibit any and all officers from working in an off-duty police capacity. An individual's regular employment duties take precedence over any off-duty employment.

Members may not work off-duty employment to an extent that it detrimentally affects their fitness for regular duty. In any event, officers may not work more than fifteen and one-half hours per calendar day in any combination of on-duty or off-duty employment unless warranted by unusual public safety concerns and with supervisory approval.

In addition, professional standards of conduct and the maintenance of public trust may require that certain types of off-duty employment be restricted or prohibited. Off-duty employment which may adversely reflect on the officer and/or the Police Department or raises concerns about conflict of interest are included in this category.

Each bureau commander is responsible for the control and coordination of all off-duty police employment and for the administration of the provisions of this directive for personnel under their command. The bureau commander may revoke or suspend an individual officer's privilege to work in an off-duty police capacity, or suspend off-duty employment activities for a particular firm or business or otherwise deny any firm or business the privilege of hiring off-duty police officers.

The Departmental Off-Duty Employment Coordinator is responsible for the overall routine coordination and administration of the off-duty employment program.

While reasonable efforts will be made to accommodate requests for off-duty police services, participation in such work is generally voluntary, and the Department is normally under no obligation to ensure that employment requests are met.

The Department reserves the right to specify minimum staffing levels for off-duty assignments.

3.3.2 TYPES OF OFF-DUTY EMPLOYMENT

Off-duty police employment will be divided into four categories:

- Type I Employment - One-time events requiring a minimal number of officers and no on-scene supervisor (house moving, wedding reception, security, etc.).
- Type II Employment - Coordinated, one-time events requiring several officers and an on-scene supervisor. Generally, when four or more officers are needed, a supervisor is required (foot races, parades, etc.).
- Type III Employment - Any off-duty police employment where the officer is compensated at the rate of one and a half times the employee's regular rate of pay (Coliseum, City Stage, etc.).
- Type IV Employment - Coordinated on-going employment in which officers are needed on a regular basis over an extended period of time (retail security, high school ball games, etc.).

3.3.3 ELIGIBILITY

The following eligibility restrictions apply to off-duty police employment:

- Probationary Police Officer I - may begin working off-duty following completion of the PTO program, but is limited to Type II, III, and IV events with on-scene supervision.
- Non-Probationary Police Officer I and All Police Officer II's, Senior Police Officers and Master Police Officers - may work any category of off-duty work.
- Lateral-Entry Police Officer II - may begin working any category of off-duty work following completion of the PTO program.
- Corporal, Sergeant and Lieutenant - may work any category of off-duty work, in either a supervisory or non-supervisory role.
- Captain - may work Type III events in a supervisory role only, as deemed necessary by the affected bureau commander.

An officer wishing to be considered for off-duty employment must file an "Off-Duty Employment Application" prior to beginning off-duty employment. The application will be forwarded through the officer's chain of command through the Division level for approval, and then forwarded to the affected bureau commander.

Approved applications will be forwarded to the Off-Duty Employment Coordinator. Disapproved applications will be returned to the employee with written explanation of denial.

3.3.4 COORDINATION OF OFF-DUTY EMPLOYMENT

Types I and II employment will be coordinated and assigned by the Departmental Off-Duty Employment Coordinator.

Types III and IV employment will be coordinated and assigned by a designated Assignment Coordinator specific to each employer.

Assignment Coordinators will be selected by the affected bureau commander, based on requests submitted by individual officers.

TITLE: OFF-DUTY EMPLOYMENT	NUMBER 3.3
	PAGE 3 OF 7

An officer may serve as Assignment Coordinator for only one employer at a time without prior approval by the affected bureau commander.

Officers desiring to resign as an Assignment Coordinator may be required to continue to serve as such until a new coordinator can be selected, or for 60 days, whichever occurs first.

Assignment Coordinators for Type IV employment are permitted to negotiate with management for the off-duty work location, to determine if a reasonable number of hours to perform administrative duties should be allowed. If an agreement is made to allow the Assignment Coordinator to charge for administrative hours, the employer must report the agreement in writing to the affected bureau commander for approval. Assignment Coordinators can not charge administrative hours to an off-duty employer, until the agreement is approved.

3.3.5 POSTING OF AVAILABLE OFF-DUTY WORK

The Off-Duty Employment Coordinator will post available off-duty work in the Police Shared Folder. Available work can be viewed by opening the following folders:

- 1) Police Department Shared Folder
- 2) New Departmental Organization
- 3) Department Information
- 4) Off-Duty Employment Postings

Each assignment will be posted in a separate EXCEL file to include the assignment date, duration (to include start and stop times), location, special instructions, contact names/numbers, and the number of officers and/or supervisors needed. An **"F"** next to the name of the file indicates that the event is filled and no further sign up is possible. When viewing a file, an unoccupied time slot determines the availability of individual assignments. Please note that Coliseum and special events will continue to be managed through the Special Operations Division.

3.3.6 Selection of Personnel

If interested in working an assignment, an **e-mail only request** containing the following information must be sent to the Off -Duty Coordinator:

- The name of the assignment
- The position of interest (Supervisor or Police Officer)
- The date and time slot you wish to work

All requests for assignments will be handled on a first come first served basis determined by the time stamp embedded in the e-mail request.

The selection of personnel for off duty work will be made from those officers who have submitted e-mails requesting the specific assignment and comply with the provisions of this directive. When more officers have requested the assignment than there are available positions, reasonable efforts will be made to rotate personnel who are selected.

Past performance in an off-duty capacity may be taken into consideration by the Off-Duty Employment Coordinator.

3.3.7 Posting of Assignments

Upon receipt of the off-duty request, an e-mail confirmation will be sent to the officer making the request. This e-mail will notify the individual if they have been added to the assignment or if the assignment had previously been filled.

If an officer's request is honored, the Off Duty Coordinator will add the assigned officer's name to the assignment posting in the shared folder.

It is the responsibility of the officer/supervisor to check their e-mails and/or the assignment folder for honored requests.

3.3.8 REPLACEMENT PROCEDURES

Officers who wish to be replaced for an assignment should, absent any other instructions, contact the Off-Duty Employment Coordinator or Assignment Coordinator. **The responsibility for securing a replacement and advising that officer of the assignment details rests with the originally assigned officer.**

If a replacement cannot be found, the originally assigned officer shall report to the off-duty assignment unless directed otherwise by competent supervisory authority.

3.3.9 OFF-DUTY SALARIES

When an officer is employed in an off-duty police capacity by any person, firm, or agency other than the City of Greensboro, the hourly salary rate will be determined by the Chief of Police. The hourly salary rate will be reviewed on an annual basis and will be adjusted accordingly.

When an officer is employed in an off-duty police capacity by the City of Greensboro, the hourly salary will be one and one-half times the employee's hourly rate.

An administrative fee will be added to the private-employer hourly salary rate to compensate the City for costs associated with off-duty employment management.

Officers are prohibited from negotiating salary levels with off-duty employers. Officers working off-duty for compensation must work at the rate of pay established by the department. **Tips and bonuses are forbidden.**

Police Officers may not volunteer their time, free of compensation, to work in a law enforcement capacity or under circumstances where the City of Greensboro would be obligated to provide police services. However, this does not prohibit police officers from volunteering for non-public safety opportunities, so long as they do not wear a police uniform to provide the service. Any deviation from this portion of the policy must have the prior approval of the Chief of Police or designee.

3.3.10 PAYROLL PROVISIONS

All off-duty employment wages must be invoiced by the Off-Duty Employment Coordinator and be paid by the employer to the City of Greensboro. Direct payment to the officer by the employer is prohibited.

Officers working off-duty work will submit payroll reports to the Off-Duty Employment Coordinator or the Assignment Coordinator within 30 days of the date of the off duty assignment. Deviation from the payroll report submission policy requires prior approval by the Commanding Officer of the Division of Resource Management. Payroll sheets submitted by the 15th of the month will pay on the end-of-month paycheck, and those submitted by the end of the month will pay on the next mid-month paycheck. Off-duty pay sheets can be submitted to the Off-Duty Employment Coordinator via e-mail, hand delivered to the Coordinator's office, or sent inter-office mail. The choice of inter-office mail may not meet the current pay period deadline. To send pay reports via e-mail do the following:

1. Open the Police Shared Folder
2. Open the Forms Folder
3. Open the Off-Duty Assignment Coordinator Payroll Sheet
4. Save the form to your U-Drive
5. When sending the form via e-mail, click on File in the tool bar. Select Send To then, Mail Recipient as Attachment. Select the destination and send.

Officers' working times will be rounded to the nearest one-quarter hour. All officers will receive a minimum of three hours pay for all events, regardless of the actual time worked.

Event cancellations will be received by the Assignment Coordinator or the Off-Duty Employment Coordinator at least two hours prior to the officer's reporting time. Any cancellation received after the two-hour deadline will result in the employer being billed for three hours pay per officer.

Officers may not "broker" assignments. Payroll reports must reflect the name of the officer who actually worked the assignment.

3.3.11 OFF-DUTY BENEFIT PROVISIONS

Officers employed in an off-duty capacity by private employers are not allowed to use sick leave for injuries sustained in the course of such employment. This restriction does not apply to officers employed in an off-duty capacity by the City (i.e., Coliseum, City Stage, etc.).

Officers injured while working in an off-duty police employment capacity shall forward a copy of all medical reports pertaining to the injury to the Off-Duty Employment Coordinator.

Both exempt and non-exempt employees who elect to work an off-duty assignment at a date and time they are normally scheduled to work regular duty must submit the appropriate leave. Employees may not use flexible time or adjusted work hours in lieu of submitting leave in such circumstance. Except, non-exempt employees may be allowed to work off-duty assignments during regularly scheduled duty time without submitting leave when they have met the work hour requirements for the respective time cycle. In these cases, the work hours must be accurately documented on the time card and approved by the employee's supervisor.

3.3.12 OPERATIONAL PROVISIONS

Officers employed in an off-duty police capacity shall abide by all laws, Departmental Directives, policies and procedures, and City personnel rules currently affecting on-duty personnel. Failure to follow such regulations will subject the member to disciplinary actions, except as it relates to cases of failure to report or tardiness.

TITLE: OFF-DUTY EMPLOYMENT	NUMBER 3.3
	PAGE 6 OF 7

Failure to report as directed will subject the employee to suspension of privilege to work off-duty.

Tardiness will be considered as a performance factor and, if repeated, may subject the employee to suspension of privilege to work off-duty.

Assignment Coordinators shall notify the affected bureau commander, in writing, of the failure of any officer to report for an off-duty work assignment. The memo shall contain the date and time the officer should have reported, the type of assignment, and any other pertinent details that are appropriate. An investigation shall be conducted by the appropriate supervisory officer into the facts as to why the officer failed to report.

Assignment Coordinators who do not document if an officer fails to report as scheduled or directed for an off-duty assignment face possible disciplinary action and suspension of off-duty employment privileges.

Should an officer arrive at the scene of an assignment and the off-duty employer is not present, the officer will:

- If the assignment is scheduled between 0800 hours and 1700 hours, Monday through Friday, the member will contact the Off-Duty Employment Coordinator for assistance.
- If the assignment is scheduled for a time other than that listed above, the member will stand by at the assignment location for a minimum of one hour.
- A report detailing the circumstances will be completed and forwarded to the Off-Duty Employment Coordinator within 24 hours.

Officers working off-duty police employment in uniform will carry their issued service weapon. Officers working off-duty police employment in plainclothes may carry an alternative weapon, provided the provisions set forth in the Departmental Directive 15.2 are met.

Each officer working off-duty police employment is responsible for completing all reports and paperwork arising as a result of action taken while employed off-duty. On-duty officers will assist with tasks that cannot reasonably be handled by off-duty officers, such as transporting prisoners, completing booking reports, and similar activities.

If an on-scene supervisor is not present, officers working an event are under the supervision of the on-duty squad supervisor assigned to the area in which the event occurs.

If an on-scene supervisor is present, officers working an event are under the supervision of that supervisor.

Assignment Coordinators and the Off-Duty Employment Coordinator should provide advance notice to the Watch Commander and Communications regarding off-duty events likely to impact the on-duty delivery of services.

In some cases, an insufficient number of officers may sign up to work an off-duty event. If circumstances require that police services must be provided, on-duty officers will be assigned to the event.

3.3.13 OFF-DUTY PROHIBITIONS

Employees may not engage in off-duty police employment:

- While on limited duty or Worker's Compensation
- During any duty day in which normal sick leave was taken
- While under suspension or relief from regular duty
- During a period of "on-call" status without the prior approval of their Commanding Officer.

Officers shall not perform duties for compensation for any person or firm connected to off-duty employment during scheduled duty hours.

No officer may directly or indirectly solicit off-duty police employment from any person, agency, or firm.

Officers may not work for private employers who do not have a current payment agreement on file with the Off-Duty Employment Coordinator.

Officers may not engage in the following activities when employed in an off-duty police capacity by a private employer:

- Make unauthorized use of Departmental resources made solely to benefit the employee's interest.
- Any non-police-related duties.
- Act as private investigators or in any other capacity where the primary purpose of such employment is to gather information for a civil action or criminal investigation for a private employer, or appear as an investigative witness in a civil or criminal action for a private employer.
- Approve checks and/or collect or investigate bad checks for private employers.
- Serve alcoholic beverages.
- Conduct traffic direction so as to inhibit or alter the normal flow of traffic on a public street for the purpose of facilitating traffic flow into or out of private parking lots or driveways unless approved in advance as part of the approved off-duty employment request or as necessitated by unforeseen public safety needs.
- Enforce private employer rules, policies, or regulations which are counter to law, Department rules or regulations, or otherwise not in the best interest of the Police Department.
- Perform any activity that would tend to reflect unfavorably on an officer or the Department, or that would not be in the best interest of the Department.

TITLE: OUTSIDE EMPLOYMENT	NUMBER 3.4
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

3.4.1 GENERAL POLICY

Outside employment is defined as self-employment or employment by a private employer (other than the City of Greensboro) in a non-law enforcement related capacity in return for salary, wages, tips, or commission.

An individual's employment by the Department takes precedence over any other occupational interests. The City authorizes the Department to review and regulate outside employment to avoid conflicts of interest.

Outside employment will be administered by an employee's Bureau Commander.

3.4.2 DECLARATION OF OUTSIDE EMPLOYMENT

Each employee who wishes to engage in outside employment must submit an "Employee Request to Engage in Outside Employment" form through channels to his Bureau Commander prior to initiating such employment. Requests are for specific employers and duties; employees must submit updated requests should outside employment circumstances materially change.

The Bureau Commander will review the request for potential conflict of interest and will approve or disapprove the request.

3.4.3 RESTRICTED ACTIVITIES

Employees may not engage in outside employment during any duty day in which normal sick leave was taken. Absent prior approval from their Bureau Commander, employees may not engage in outside employment while on limited duty or Worker's Compensation.

Members shall not perform duties for compensation for any person or firm connected to outside employment during scheduled duty hours.

Sworn members shall ensure that their badge, identification card, or issued/authorized weapon are not readily visible, if worn.

Members may not work outside employment to an extent that it detrimentally affects their fitness for regular duty.

Section B-10 of the City of Greensboro Personnel Manual states:

- Health insurance benefits will not be payable for expenses due to an injury arising out of or in the course of any outside employment for compensation or profit.
- An employee may not use accumulated sick leave for an injury caused by an accident sustained while engaged in outside employment.

Members involved in outside employment as instructors shall state that neither they nor their instructional material are endorsed by or are policy or practice of the Greensboro Police Department.

TITLE: DEPARTMENTALLY PROVIDED INSTRUCTORS FOR OUTSIDE SCHOOLS	NUMBER 3.5
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

It is the policy of this Department to permit its employees to serve as instructors in training programs and activities sponsored or conducted by other agencies. Participation will be allowed only to the extent that it does not interfere with the employee's duties and obligations to the Department.

All requests for employees to serve as instructors in outside schools should be directed to the employee's Commanding Officer/Director. Requests should be submitted far enough in advance to allow adequate consideration of the request and the employee's availability, and should include a description of the instructional services required.

The employee's Commanding Officer will evaluate the request, make recommendations, and forward it to the appropriate Bureau Commander. The Bureau Commander will review the request and forward it to the Chief of Police, who will make the final decision on the request.

The instructor may utilize official duty leave with pay for the period of instruction, upon approval of the Chief of Police. The instructor shall submit a Request for Leave slip, indicating "official duty leave" on the front side, and explaining the nature of the instruction on the backside.

The Chief of Police may also approve compensation for other related expenses. For reimbursement of approved expenses, the instructor shall submit a Travel Expense Report per City policy.

TITLE: REIMBURSEMENT FOR DAMAGE TO PERSONAL PROPERTY	NUMBER 3.6
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R3/08-01-04	

3.6.1 CONDITIONS FOR REIMBURSEMENT

The City of Greensboro will reimburse a City employee for damage or destruction of his personal property when such damage occurs by accident and as a result of employment.

Reimbursement is limited to authorized clothing or equipment necessary for the job but not provided by the Department. Ornamental jewelry and accessories shall not be considered.

The maximum limit for reimbursement in any particular case is \$300.

3.6.2 REQUIRED DOCUMENTATION

Employees accruing damage to personal property meeting the above criteria, will forward a memorandum detailing the type of property damaged and how it sustained damage. The memorandum shall be directed to the Chief of Police with the employee's original receipt indicating the costs in replacing the item. The memorandum shall follow normal supervisory channels with each supervisor indicating review and concurrence/nonconcurrence with the request.

3.6.3 PROCESSING A CLAIM

For each approved claim, the Office of the Chief of Police will prepare a memorandum indicating concurrence with the request and a check order for the amount of reimbursement. These documents will be forwarded to the Division of Resource Management, Fiscal Management Section, for Departmental processing. Once processed, the documents will then be forwarded to the Office of the City Attorney for review. If the City Attorney concurs with the recommendation, the memorandum and check order shall be forwarded to the Deputy City Manager for final consideration. Once approved by the Deputy City Manager, the check order will be forwarded to the Finance Department for processing and a check will be issued to the employee for applicable reimbursement.

TITLE: DEPARTMENTAL AWARDS	NUMBER 3.7
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 6
REVISION HISTORY: (Adopted 09-01-94) R8/08-01-04	

3.7.1 GENERAL CONCEPT

The Departmental Awards Program is designed to honor particularly meritorious service and conduct performed by employees of the Department; and in the case of one award, those acts of service performed by citizens.

The Office of Community Affairs will be responsible for the fiscal, logistical, and administrative aspects of the program, as well as staff support of the Meritorious Conduct Board.

Nominations, which should be in memorandum form, can be submitted by any member of the Department. They should be forwarded with proper documentation to the Office of Community Affairs for transmittal to the Meritorious Conduct Board.

3.7.2 ELIGIBILITY

Individuals are eligible for nomination as follows:

- Each employee of the Greensboro Police Department is eligible for all awards, whether sworn or not and whether on assigned duty or off duty.
- Each member of the Greensboro Police Reserve Corps is eligible for all awards while on assigned duty under supervision of the Greensboro Police Department.
- Each member of the School Crossing Guards is eligible for all awards while on assigned duty under supervision of the Greensboro Police Department.
- A police officer or non-sworn employee of another law enforcement agency is eligible for the Certificate of Merit, if earned while aiding, assisting, or working with any officer or employee of the Greensboro Police Department. The Meritorious Conduct Board may, if circumstances warrant, consider recommending other available awards to the Chief of Police for these persons.
- Any citizen is eligible for the Citizens Certificate of Merit.

To be eligible for any award, the conduct must be in keeping with sound judgment and reflect honorably upon the police profession. Nominations must be submitted within twelve months of the occurrence of the act or event.

3.7.3 PRESENTATION OF AWARDS

All awards for heroism, the Purple Heart, and the Lifesaving Medal will be presented by the Chief of Police to officers, non-sworn employees, or their families during National Police Week. All other awards will be presented at an appropriate time, as directed by the Chief of Police.

Those presentations involving coordination and preparation beyond the division level will be handled by the Office of Community Affairs.

TITLE: DEPARTMENTAL AWARDS	NUMBER 3.7
	PAGE 2 OF 6

3.7.4 MERITORIOUS CONDUCT BOARD

The purpose of the Meritorious Conduct Board is to review cases involving especially meritorious service and to make recommendations to the Chief of Police for proper recognition of exceptional acts performed by eligible persons.

Duties of the Meritorious Conduct Board will be as follows:

- Receive all recommendations for awards, except in cases where the specific award is granted automatically.
- Convene as needed, at the direction of the person designated as chairperson, to review details of recommendations submitted.
- Through a review process, approve or disapprove recommendations for awards and, if merited, determine the type of award to be given.
- Based on the findings of the Board, submit recommendations for award presentations to the Chief of Police for his approval.
- If necessary, the Board shall conduct inquiries to verify facts or develop additional information in a case.

The Meritorious Conduct Board will consist of seven members appointed by the Chief of Police, as follows:

- A Bureau Commander.
- A Division Commanding Officer.
- An intermediate-level supervisor of either Sergeant or Lieutenant rank.
- A uniform officer of Police Officer II or Police Corporal rank.
- A plainclothes officer of Police Officer II or Police Corporal rank.
- A non-sworn supervisory employee.
- A non-sworn non-supervisory employee.

Members of the Meritorious Conduct Board will serve at the pleasure of the Chief of Police for terms of two years from date of appointment. The Chief of Police may appoint a temporary Board member in the absence of a regular Board member, if such action would serve to accomplish the purpose of the Board. A Board member may be replaced if deemed to be in the best interest of the Awards Program.

In all matters coming before the Board for review and a decision, a quorum of five members must be present before business can be conducted and matters voted on. Each member's vote is of equal value. A majority vote is required to render a decision.

The highest ranking sworn member present at any meeting of the Board will serve as chairperson of the Board.

3.7.5 AWARDS

AWARDS OF HEROISM

- Medal of Honor - The Medal of Honor is to be awarded to one who voluntarily and conspicuously distinguishes himself by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the person was fully aware of the imminent threat to his personal safety and acted above and beyond the call of duty at the risk of his life.
- Medal of Valor - This award ranks next in prominence to the Medal of Honor. It is to be awarded to one for exceptional bravery at imminent risk of serious bodily injury, the recipient demonstrating exceptional courage by performing a voluntary action in an extremely dangerous situation.

AWARDS OF SERVICE

- Meritorious Conduct Bar - The Meritorious Conduct Bar is to be awarded to one for meritorious service in a duty of great responsibility. This service must show such excellence of performance that it distinguishes the individual and the Department.
- Commendation Bar - This award ranks next in prominence to the Meritorious Conduct Bar. It is to be awarded to one for outstanding performance through the success of difficult police operations, projects, programs, or situations requiring exceptional dedication.

The Commendation Bar may also be awarded to one on the recommendation of his supervisor, after he has received three or more Certificates of Merit. One year must have elapsed after the awarding of the third Certificate of Merit and the supervisor's recommendation must justify such continuing performance before the award will be made.

- The Superior Service Bar - This award ranks next in prominence to the Commendation Bar. It is to be awarded to one whose actions distinguish the recipient from other members performing comparable duties, exceeds what is normally required or expected and contributes to the goals of the department and to the law enforcement profession.

This award can be awarded for a single or sustained act, or for an individual body of work that occurred during the current award cycle.

Both sworn and non-sworn members are eligible to receive this award.

- Certificate of Merit - This award ranks next in prominence to the Superior Service Bar. It is to be awarded to one for excellence in police work. It should be exceptional performance under unusual, complicated or hazardous conditions. Such performance is to be clearly defined as exceptional, placing the person well above others of equal rank or grade. This award may not be given in conjunction with another award for the same service or deed. The Certificate of Merit may be awarded to any distinct work group when the actions of the group as a whole meet the qualifications. One certificate will be awarded and it will remain with the unit. Individual

TITLE: DEPARTMENTAL AWARDS	NUMBER 3.7
	PAGE 4 OF 6

employees will not receive the Certificate; however, an employee may be recommended for a separate Certificate of Merit, based on his individual performance.

SPECIAL AWARDS

- Purple Heart - The Purple Heart is to be awarded to one who is seriously injured in the performance of duty under honorable conditions due to assaults, fires, explosions, or other overt actions. Serious injury is defined as "any injury resulting from a life threatening situation which requires substantial medical treatment."

The Purple Heart will be awarded for one who has lost his life in the performance of duty under honorable circumstances.

The Purple Heart may be awarded in addition to any other award the recipient may be entitled to as a result of his actions.

- Lifesaving Medal - This medal is to be awarded to one who is directly responsible for the saving of a human life or the substantial prolonging of a human life. The term substantial should imply an extended period of days or weeks. Documentation of supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians, or supervisors.
- Citizen's Certificate Of Merit - This award is given to citizens whose actions exemplify excellence in the performance of a civic responsibility; who shows unselfish devotion to his fellow man; or, whose actions bring honor to himself and recognition to the city. After approval by the Chief of Police, the Meritorious Conduct Board will determine whether the citizen is willing to accept the award.

3.7.6 WEARING OF MEDALS AND BARS

The medal presented will be worn only at the time of presentation. The Chief of Police may authorize wearing of the medal at other times.

The bar presented in conjunction with the medal will be worn at all times on the regular uniform as prescribed in Directive 15.1.

3.7.7 OTHER AWARDS

Chief's Award - The purpose of this award is to recognize individuals or corporations that have partnered with the Greensboro Police Department through strong support of programs sponsored by the Department.

Michael G. Winslow Memorial Award - This award will be presented to the graduate of the Police Basic Introductory Course who best exemplifies professionalism as determined by his fellow classmates. Each member of the class will list three classmates, ranked in order of preference, who, in their opinion; best display the qualities of a professional police officer. The list will be tabulated by the Division of Organizational Development, and the officer with the highest score will receive the award.

TITLE: DEPARTMENTAL AWARDS	NUMBER 3.7
	PAGE 5 OF 6

Police Officer Of The Year Award - The purpose of this award is to recognize a sworn member of the Department who has made a significant contribution to the Department and/or community. Such contributions should be in the form of a continuing and dedicated service to the Department.

There will be one "Police Officer of the Year Award" granted each year. The recipient will receive a plaque and the recipient's name will become part of a permanent record (in the form of a wall plaque) which will be prominently displayed in the Department. The recipient of this award will be recognized at the Department's Annual Awards Ceremony.

All nominees for the award must be employed for a minimum of one (1) year as a full-time employee of the Greensboro Police Department. Nominees may be any sworn member of any pay grade (i.e., supervisors may be nominated).

All nominations should be made by completing a "Police Officer of the Year Application". Nominations can be made by any employee and you can nominate yourself. Forms should be submitted to the Office of Community Affairs.

The Meritorious Conduct Board shall review all nominations and make a unanimous selection of the award recipient.

Each year, the winner of the Police Officer of the Year Award shall receive the David Lee Taylor, Jr. Memorial Scholarship. This scholarship provides an amount, not to exceed \$1,000, for training in an investigative area for the Police Officer of the Year Award recipient.

Police Employee Of The Year – The purpose of this award is to recognize a non-sworn member of the Department who has made a significant contribution to the Department and/or community. Such contributions should be in the form of a continuing and dedicated service to the Department.

There will be one "Police Employee of the Year Award" granted each year. The recipient will receive a plaque and the recipient's name will become part of a permanent record (in the form of a wall plaque) which will be prominently displayed in the Department. The recipient of this award will be recognized at the Department's Annual Awards Ceremony.

All nominees for the award must be employed for a minimum of one (1) year as a full-time employee of the Greensboro Police Department. Nominees may be any non-sworn member of any pay grade (i.e., supervisors may be nominated).

All nominations should be made by completing a "Police Employee of the Year Application". Nominations can be made by any employee and you can nominate yourself. Forms should be submitted to the Office of Community Affairs.

The Meritorious Conduct Board shall review all nominations and make a unanimous selection of the award recipient.

Each year, the winner of the Police Employee of the Year Award shall receive a training scholarship. This scholarship provides an amount, not to exceed \$1,000, for approved training for the Police Employee of the Year Award recipient.

TITLE: DEPARTMENTAL AWARDS	NUMBER 3.7
	PAGE 6 OF 6

Employee Of The Month Award - The purpose of this award is to recognize employees who consistently perform their duties in a professional and dedicated manner, show initiative, are team players, and work to maintain the high standards that the Department has set to protect and serve the citizens of Greensboro.

Departmental employees will be recognized each month. One (1) employee from each of the four (4) Bureaus will be recognized. Selection of the recipients will be determined by the appropriate Bureau Commander. Information about the selected employee shall be sent in memorandum form to the Office of Community Affairs by the fourteenth of each month. The Bureau Commanding Officer or designate will inform the employee of their selection as Employee of the Month.

Employee of the Month photographs will be displayed in a prominent location. One of the incentives for being selected Employee of the Month will include one day of Administrative Leave. Any additional incentives will be determined by the Chief of Police and notification to the recipients will occur.

To be eligible for Employee of the Month, employees must be employed at least one year as a full time employee of the Greensboro Police Department. Recipients may be any sworn or non-sworn employee of any grade.

MARKSMANSHIP AWARDS

- Pistol Expert Award - This award is to be given to any sworn police officer who demonstrates his proficiency by shooting a score of 223 or 224 on the Greensboro Police Department Pistol Qualifying Course.
- Pistol Master Award - This award is to be given to any sworn police officer who demonstrates his proficiency by shooting a score of 225 on the Greensboro Police Department Pistol Qualifying Course.

TITLE: EMPLOYEE SUGGESTION PROGRAM	NUMBER 3.8
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R2/08-01-04	

3.8.1 INTRODUCTION

The Department recognizes that its employees often have ideas and suggestions that can have a beneficial impact on the operation and administration of the Police Department. In order to provide a means by which suggestions can receive proper attention through study, research, and follow-up, an employee suggestion procedure is hereby established.

The procedure established provides a means whereby any police employee can initiate a suggestion, submitted through channels to the appropriate office, and receive feedback as to its status.

This directive shall in no way interfere with any employee submitting a suggestion for consideration to the City's Incentive Awards Committee.

3.8.2 INITIATING AND FORWARDING PROCEDURES

Any sworn or non-sworn employee of the Police Department may initiate a suggestion.

A suggestion may be submitted on any area of operational or administrative Departmental policy. The suggestions may deal with, but are not limited to, Departmental equipment, methods of operation, or morale factors.

Suggestions should not pertain to grievances or individual disciplinary matters.

The initiating employee will prepare an original and one copy of each suggestion. Suggestions will be written in memorandum form. Distribution is as follows:

- The original will be forwarded through the chain of command to the Chief of Police. Each supervisory level reviewing the suggestion will concur or not concur (sign and date). Non-concurrence by any supervisor will include the reason and be attached to the original. The review and forwarding of the original to the Chief of Police will be completed within ten (10) business days.
- A copy will be forwarded directly to the Executive Officer to the Chief of Police. Upon receipt of the copy, the Executive Officer to the Chief of Police will initiate a memorandum to the originating employee acknowledging receipt.
- If the original has not been received in the Chief of Police's office within ten (10) business days, the Executive Officer to the Chief of Police will contact the initiating employee's Bureau Commander to determine the delay.
- Upon receipt of the original, the Chief of Police will review the suggestion with the Executive Officer to the Chief of Police.
- After final review and decision by the Chief of Police, as to appropriate action to be taken on the suggestion, the Executive Officer to the Chief of Police will notify the originating employee by memorandum of the decision.

TITLE: EMPLOYEE SUGGESTION PROGRAM	NUMBER 3.8
	PAGE 2 OF 2

3.8.3 INFORMATION REQUIRED ON EMPLOYEE SUGGESTION FORM

All suggestions should include a title and the initiating employee's name and assignment. The following are some, but not all, of the areas that should be considered when initiating a suggestion:

- Significance.
 - Why is it needed?
 - What existing policies or procedures would change?
 - What is the magnitude of the change?
- An outline of the proposed change.
- Anticipated results of the suggestion. Consider the total impact on all areas of the Department's operation. Consider such issues as:
 - Is efficiency, performance, or quality of work improved?
 - Is there a public benefit?
 - Will reorganizing or restructuring of Departmental components be involved?
 - State what other divisions or units of the Department may be directly or indirectly affected by the change.
- Cost analysis - Since cost may be the major factor in determining feasibility of a suggestion, consider:
 - Will additional cost be necessary?
 - Will there be recurring costs involved (such as printing, etc.)?
 - Magnitude of costs, estimate only.

3.8.4 DUTIES OF FISCAL MANAGEMENT SECTION

Upon receipt of a suggestion, the Fiscal Management Section will index it as to date and content, be available for research assistance on all suggestions, if necessary, and maintain current files on all suggestions and actions taken in accordance with this directive.

TITLE: GRIEVANCE PROCEDURES	NUMBER 3.9
EFFECTIVE DATE: 09-25-06	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R2/09-25-06	

3.9.1 GENERAL POLICY

It is the policy of the Greensboro Police Department that all employees receive fair and equitable treatment in all matters relating to their employment. This includes working conditions, benefits, relationships with supervisors, and relationships with other employees. To ensure fair and equitable treatment, this directive establishes an employee grievance procedure.

3.9.2 PROCEDURAL STEPS

Employees experiencing personal problems or having grievances should make every effort to resolve those problems informally through conferences with supervisory personnel, in accordance with the chain of command. If an employee cannot resolve the grievance through informal conferences, the employee or a representative of his choosing may take the following successive steps to resolve the complaint formally through normal channels and departmental procedures.

The employee or his representative should discuss the grievance with his immediate supervisor, in person, within ten (10) consecutive calendar days from the date of its occurrence or knowledge of its occurrence. The immediate supervisor must verbally reply to the employee within twenty (20) consecutive calendar days of this discussion.

If the grievance is not settled through the above listed procedure, the employee may, within ten (10) consecutive calendar days of the immediate supervisor's verbal reply, submit the grievance in writing to the employee's immediate supervisor. The immediate supervisor must reply in writing to the employee within twenty (20) consecutive calendar days of receipt of the written grievance.

If the grievance is not resolved by the immediate supervisor, an employee may submit the grievance, in writing, to the next level supervisor within ten (10) consecutive calendar days of the immediate supervisor's written reply. This supervisor must reply in writing to the employee within twenty (20) consecutive calendar days of receipt of the written grievance. This process may be continued through the chain of command to the Chief of Police. Each succeeding level above the employee's immediate supervisor shall respond in writing to the grievance within twenty (20) consecutive calendar days.

If a grievance is heard by the Chief of Police, he must hold a hearing in which the employee is allowed to call witnesses and have legal or other representation present. This shall occur within twenty (20) consecutive calendar days from receipt of the grievance.

A copy of any written grievance will be forwarded through channels to the Commanding Officer of the Division of Resource Management.

The employee filing a formal grievance, if he chooses, may be represented by any one person of his choosing, and must designate in writing the name of any person representing him.

In the event an employee feels that it would be best not to discuss the problem with the employee's supervisor, it is permissible to take the problem directly to the Commanding Officer of the Division of Resource Management, who will assist the employee in resolving the problem or grievance.

TITLE: GRIEVANCE PROCEDURES	NUMBER 3.9
	PAGE 2 OF 3

3.9.3 INFORMATION REQUIRED

The following information must be included in a written grievance:

- A statement of the grievance and the facts upon which it is based.
- An allegation of the specific wrongful act and harm done.
- A statement of the remedy or adjustment sought. Significant times, dates, and actions taken relative to the grievance must be included.

3.9.4 RESPONDING TO GRIEVANCE

The following procedures must be followed in responding to any formal written grievance:

- Acknowledging receipt by noting time, date, and person receiving the grievance.
- Analyzing the facts or allegations.
- Affirming or denying, in writing, the allegations in the grievance.
- Identifying the remedy or adjustments, if any, to be made.

A copy of the final grievance resolution will be forwarded through channels to the Commanding Officer, Division of Resource Management.

3.9.5 APPEAL PROCEDURES

If an employee's grievance is not resolved within the Police Department through channels, the employee has the right to appeal to the City Manager for the following types of complaints:

- Discrimination against any employee on the basis of age, race, color, gender or sexual orientation.
- Acts of retaliation as a result of reporting any acts of violation of City, State or Federal Laws.

The employee must appeal within ten (10) consecutive calendar days of the decision rendered at each level.

Pursuant to City Policy, the City Manager or his designee shall investigate the grievance in accordance with existing City Policy. Any decision rendered by the City Manager shall be final. Employees may present grievances to the City Human Resources Director, Equal Employment Opportunity Coordinator, or other members of the City Human Resource Department's staff at any time, although it is recommended that employees seek relief through normal supervisory channels first.

TITLE: GRIEVANCE PROCEDURES	NUMBER 3.9
	PAGE 3 OF 3

3.9.6 MAINTENANCE OF RECORDS

All records (and copies) of written grievances shall be strictly maintained in a locked file cabinet within the Division of Resource Management, with access controlled by the Commanding Officer of the Division of Resource Management. The sensitivity of these records dictates that only those persons directly involved in the grievance have knowledge of these records.

3.9.7 COORDINATION OF GRIEVANCE PROCEDURES

The Commanding Officer of the Division of Resource Management will monitor the grievance process to ensure compliance with the provisions of this directive.

3.9.8 ANNUAL ANALYSIS OF GRIEVANCES

The grievance procedure is a valuable method for management to discover agency problems. The Chief of Police will direct the Commanding Officer of the Division of Resource Management to conduct an annual analysis of grievances and make written recommendations as to steps which should be taken to minimize the causes of such grievances in the future.

TITLE: EXTRADEPARTMENTAL AWARDS	NUMBER 3.10
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R2/08-01-04	

3.10.1 COORDINATION

Each year it is the practice of several civic organizations to make awards to Greensboro Police personnel. The Office of Community Affairs is charged with maintaining a liaison with these organizations to coordinate the announcement of the award programs and to solicit nominations for each award from throughout the Department.

3.10.2 NOMINATION PROCEDURE

Upon the announcement of the pending award, nominations may be made by memo through channels to the Office of Community Affairs, which will maintain a list of nominees and supporting documentation for each particular award.

3.10.3 SELECTION

The Office of Community Affairs will select a group of supervisors from throughout the Department to determine each award recipient.

At the appropriate time the Office of Community Affairs will convene the committee. The committee members will designate a chair for the group who will conduct the meeting(s) and report the results of the deliberations to the Office of Community Affairs. The announcement of recipients of the awards will be made at the appropriate time.

3.10.4 PRESENTATION OF AWARDS

The presentation forum for each award is determined by the sponsoring organization.



Chapter 4



TITLE: TRAINING GOALS AND PROGRAMS	
	NUMBER 4.1
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R2/05-01-08	

4.1.1 RESPONSIBILITY FOR ADMINISTERING

The Commanding Officer of the Training Division is responsible for administering the Department's training programs. In administering the Department's training and Career Development Programs, the Training Division Commanding Officer shall have the authority to plan, design, develop, implement, or secure, within budgetary constraints, such in-house training programs as may be necessary to comply with state law, specific needs of the Department, and the ongoing needs of all personnel. When it is not feasible to satisfy training needs on an in-house basis, the Training Division will seek to secure the desired training through extra departmental sources.

4.1.2 RESPONSIBILITY OF THE TRAINING DIVISION

The Training Division's basic responsibilities shall include the following:

- Administration of the Department's training academy.
- Notifying personnel of required or approved training.
- Maintaining accurate records of training completed by personnel.
- Providing to other components of the Department information concerning the availability of specific training opportunities.
- Selection and training of instructors pertinent to the Academy and other in-house training programs.
- Coordination of training activities and programs required or approved by the Department.
- Evaluation of training programs conducted by or for the Department.

TITLE: TRAINING ADVISORY COMMITTEE	NUMBER 4.2
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R3/08-01-04	

The primary mission of the Training Advisory Committee is to assist the Department in determining its annual in-service training needs and priorities. The Committee shall have no formal authority other than that which may be directly specified by the Chief of Police in order to accomplish certain goals and objectives the Department may establish at a future time.

4.2.1 COMPOSITION OF THE TRAINING ADVISORY COMMITTEE

The Training Advisory Committee will be comprised of the following appointed and permanent members:

The Commanding Officer of the Division of Organizational Development shall serve as the Committee Chairman, and will be a permanent member of the committee.

The Police Attorney will serve as a permanent member of the Committee, and shall advise the Committee on all points of law bearing upon an issue of Departmental training.

All other members of the Training Advisory Committee will be command level personnel appointed to represent each bureau of the Police Department. Such members will generally serve for a one-year period, beginning on January 1st and expiring on December 31st.

4.2.2 APPOINTMENT OF COMMITTEE MEMBERS

Each Bureau Commander will appoint one representative to serve on the Training Advisory Committee for a one-year period, and shall notify the Commanding Officer of the Division of Organizational Development regarding the name of the bureau's representative. At the conclusion of an appointee's year of service, his bureau commander will have the option of re-instating the representative for another year or of designating a new appointee

4.2.3 RESPONSIBILITIES OF THE COMMITTEE

The Training Advisory Committee will be responsible for reviewing the results of the Department's annual training needs assessment, and shall make recommendations for an in-service curriculum based on the assessment and other information coming to the Committee's attention. The Committee may avail itself of the following resources in order to enhance the validity of its recommendations:

- Inspection reports
- Staff reports and/or meetings
- Consultation with operational personnel and direct observation of work in progress.
- Summary of recommendations made by the Internal Affairs Section.

TITLE: TRAINING ADVISORY COMMITTEE	NUMBER 4.2
	PAGE 2 OF 2

At the direction of the Chief of Police, or of the appropriate bureau commander, the Committee or a Committee member may be assigned other tasks related to the training function. Examples may include coordination of bureau level training needs surveys or assessments, and evaluating the results of training courses conducted by the Department.

4.2.4 MEETINGS AND REPORTS

The Training Advisory Committee will meet annually to perform an in-depth review of the assessed training needs of the Department. The Commanding Officer of the Division of Organizational Development will calendar and announce this meeting in conjunction with the Standard Operational Procedures of his division.

The results of the annual meeting (and any other meetings scheduled throughout the year) will be reported in writing to the Administrative Operations Bureau Commander. The Committee Chairman will be responsible for the preparation and submission of all such reports.

TITLE: ATTENDANCE AND PARTICIPATION IN DEPARTMENT TRAINING PROGRAMS	NUMBER 4.3
EFFECTIVE DATE: 09-25-06	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R3/09-25-06	

4.3.1 ATTENDANCE/ABSENCES

In the planning stage of course development, a determination will be made as to the relevancy of training to certain groups of employees. Once an employee has been assigned to attend training, he becomes obligated to attend and to participate to the best of his ability. The Course Coordinator will complete an attendance form and forward the form to Division of Organizational Development upon completion of the course.

Personnel may be excused by the Training Staff from Departmental training programs when:

- the employee is sick or injured to the extent that attendance or participation would be ill-advised;
- the employee's presence in court is required;
- an emergency situation develops requiring the employee's immediate attention;
- when the employee has been excused by his respective Commanding Officer or Bureau Commander.

4.3.2 RESPONSIBILITIES OF SUPERVISORS

Supervisors and other ranking officers assigned to attend training will have leadership responsibilities, as well as learning responsibilities. The level of leadership expected can best be described as: "Setting an example of participatory excellence and professional police conduct."

4.3.3 RESPONSIBILITY OF COMMANDING OFFICER OF DIVISION OF ORGANIZATIONAL DEVELOPMENT

The Commanding Officer of the Division of Organizational Development is responsible for determining that training program attendance and participation by officers and employees are in compliance with the provisions of this directive.

Toward this end, a member of the Training Staff, or some other person designated by the Division of Organizational Development Commanding Officer, will act as Course Coordinator for each session of formal training conducted by the Department. The designated Course Coordinator or Instructor, regardless of his rank, shall be the "supervisor of record" of any training program conducted by the Department outside the Department's headquarters, including each cycle of firearms training and official requalification periods.

4.3.4 AUTHORITY OF COURSE COORDINATOR

The Course Coordinator and/or Instructor is authorized to expel from the site of a Departmental training program any person who, by his conduct or attitude, represents a danger to the safety of other persons or who continues to disrupt training after being advised of his disruptive conduct. The Course Coordinator will notify the Commanding Officer, Division of Organizational Development of any such expulsion and the circumstances surrounding the incident.

TITLE: ATTENDANCE AND PARTICIPATION IN DEPARTMENT TRAINING PROGRAMS	NUMBER 4.3
	PAGE 2 OF 2

4.3.5 FAILURE TO COMPLETE ANNUAL IN-SERVICE TRAINING

Failure to complete all annual in-service training, as prescribed by the Greensboro Police Department and supported by the North Carolina Training and Standards Division (12 NCAC 09E.0102), within the calendar year shall result in a suspension of the law enforcement officer's certification. Therefore, any officer not completing **all** in-service training for the current calendar year, shall relinquish their service weapon(s) and badges to the Commanding Officer of the Division of Organizational Development by December 31 of the respective calendar year. Once all in-service training requirements have been satisfactorily met and a certification re-instatement notice has been received by the Office of the Chief of Police, the affected officer will then be returned to full duty status.

TITLE: SPECIALIZED TRAINING	NUMBER 4.4
EFFECTIVE DATE: 06-02-08	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R3/06-02-08	

4.4.1 MULTI-PHASE TRAINING

Personnel assigned to specialized areas of the Department and/or performing specialized tasks that exceed the scope of normal police duties require specialized training in order to function well and perform to expectations. The Department has adopted a multi-phase approach to training and development, which provides for specialized training pertinent to the following ranks, classifications, or job positions:

- Police managers (Captains and non-sworn equivalents).
- Police Executive Officers (Lieutenants and non-sworn equivalents).
- Police Supervisors (Sergeants and non-sworn equivalents).
- Corporals
- A Police Officer II assigned to a special team, to a specialized area of the Department, or to a specialized function requiring knowledge and skills not required by officers performing the primary police function.
- Non-sworn employees whose work requires specialized training for successful performance of duties.

4.4.2 RESPONSIBILITY OF THE TRAINING DIVISION

The Training Division will be responsible for developing and disseminating procedure guidelines applicable to the Multi-Phase Training System.

4.4.3 EMPLOYEE REQUESTS FOR SPECIALIZED TRAINING

The Department recognizes the need and accepts the responsibility for providing specialized training to fulfill various goals and objectives of the Department.

Any employee who wishes to attend a specialized training program, which would not otherwise be routinely provided by the Department, may submit a memorandum, through channels, to his Bureau Commander. The memorandum should contain the job-related reason for the request and as much information concerning the proposed training as possible, including an estimate of the cost of attendance.

The Bureau Commander will approve or disapprove the request and forward it to the Commanding Officer of the Training Division, who will prepare any required notification to the requesting employee informing him of the status of the request.

TITLE: ROLL CALL TRAINING	NUMBER 4.5
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R2/08-01-04	

4.5.1 GENERAL CONCEPT

The primary purpose of roll call training is to provide a means whereby members become better informed with respect to policy and procedural changes occurring within the Department between periods of formal training. Roll call training may also be utilized by divisions to address ongoing problems or to provide instruction specific to the common interest of divisional personnel.

4.5.2 PROCEDURES

Each division of the Department will be responsible for determining subject matter appropriate to the division's particular training needs and will schedule an appropriate amount of time for coverage of the subject matter.

Planning for roll call training should include the following considerations:

- Identification of the topical area in which roll call instruction is desired.
- Training objectives to be accomplished.
- Maximum amount of time available for presentation of the topic.
- Location of training.
- Number of participants.
- Person(s) designated as instructors.
- Designation of a member or members of the division who will serve as the division's roll call training coordinator(s).

4.5.3 COORDINATION OF ROLL CALL TRAINING

The division's designated roll call training coordinator(s) will be responsible for the coordination of roll call training sessions occurring within his squad. The responsibilities of designated coordinator(s) shall include:

- Communicating the division/squad's roll call training objectives to designated instructors.
- Preparation of written correspondence required by his Division Commanding Officer in accordance with roll call training schedule and session objectives.
- Coordinating special requests with the Division of Organizational Development.
- Preparation of records and reports pertinent to his division's completed roll call training activities.
- Additional duties, as determined to be necessary by his Commanding Officer.

TITLE: ROLLCALL TRAINING	NUMBER 4.5
	PAGE 2 OF 2

4.5.4 MONITORING AND EVALUATING ROLL CALL TRAINING

When it is not possible for the division's designated roll call training coordinator to attend a scheduled session of training, the division shall designate another employee to monitor and evaluate the session. The employee so designated should be familiar with the purpose and objectives of the training session and should be personally knowledgeable in regard to instructional methods and techniques. The employee assigned to monitor and evaluate the session will be responsible for the following:

- Accuracy of attendance records pertinent to the training session.
- Providing necessary introductions of instructors and topic.
- Completing the Roll Call Training Attendance Report and forwarding same for his Commanding Officer's review and approval.

Commanding Officers will be responsible for the maintenance of records pertinent to the roll call activities completed by their Division and will include information pertinent to completed roll call training as a part of their unit's monthly report.

4.5.5 SUPERVISORY RESPONSIBILITIES

Supervisory personnel will ensure that employees under their supervision are properly notified of scheduled roll call training and will arrange for as many on-duty employees to attend as possible.

When it is not possible for an employee to attend his division's scheduled roll-call training, his immediate supervisor will determine the extent to which the employee should be briefed on information provided in the session and shall arrange for the briefing.

Supervisory employees attending roll call sessions will evaluate attendee participation and counsel or coach as necessary.

4.5.6 RESPONSIBILITIES OF THE DIVISION OF ORGANIZATIONAL DEVELOPMENT

The Commanding Officer of the Division of Organizational Development will designate one member of his staff to serve as the Department's Roll call Training Coordinator. The Department's Roll call Training Coordinator will assist the division coordinators with special requests for training, including the provision of audio-visual equipment and classroom space required for the successful delivery of a training session.

TITLE: REMEDIAL TRAINING OF POLICE EMPLOYEES	NUMBER 4.6
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R1/08-01-04	

4.6.1 DETERMINING THE NEED FOR REMEDIAL TRAINING

It is each supervisor's responsibility to determine the existing training needs of personnel within their areas of supervision and to retrain or recommend retraining when such action is warranted by the circumstances surrounding an employee's inadequate performance.

Once it has been determined that an employee's inadequate performance is linked to a lack of required knowledge or skill, the supervisor will, through personal supervision or other means, take the steps necessary to supply the missing knowledge or to develop the employee's skill.

4.6.2 CRITERIA FOR DETERMINING THE NEED FOR REMEDIAL TRAINING

The criteria to be utilized in determining the need for training remediation will be a comparison of the employee's performance to the job standards established for his position. Employees whose performance is judged below standard due to a lack of requisite knowledge and/or skill are candidates for additional training or remediation.

4.6.3 SCHEDULING REMEDIAL TRAINING

When it is determined that an employee's performance inadequacy is one which, if not corrected, would expose the public to unnecessary danger or the Department to substantial liability, steps to correct the inadequacy must be taken immediately. The supervisor will either correct the problem or arrange with the Division of Organizational Development to supply the required remedial training.

Performance inadequacies which pose no clear and present danger to the public or to the Department will be corrected at the earliest possible opportunity, at the discretion of the affected bureau.

4.6.4 REMEDIAL TRAINING ATTENDANCE

Employees scheduled to remedial training sessions are required to attend. Willful nonattendance could result in disciplinary action.

4.6.5 ALTERNATIVES TO REMEDIAL TRAINING

Although remedial training is a viable means of correcting some work-related deficiencies, the process shall not be considered the only means available to the Department for coping with an employee's inadequate performance. Other means (i.e., transfer, demotion, termination) may be utilized when judged more appropriate to the particular circumstances surrounding the inadequate performance.

TITLE: NONSWORN EMPLOYEE TRAINING	NUMBER 4.7
EFFECTIVE DATE: 06-02-08	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R3/06-02-08	

4.7.1 ORIENTATION

Each newly hired nonsworn employee will receive from his assigned supervisor a formally structured orientation which shall include information designed to acquaint the employee with the Department's role, purpose, goals, policies and procedures. The orientation will also address the topics of working conditions, Departmental regulations and the responsibilities and rights of employees, current grievance and disciplinary procedures in particular.

The required orientation will occur as soon as practicable, usually within the employee's first week of employment, and may be followed by assigning the employee to attend a session of the New Employee Orientation Program, as scheduled by the City Human Resources Department. The Training Division will coordinate attendance with the City Human Resources Department.

4.7.2 SPECIALIZED TRAINING FOR CERTAIN NONSWORN POSITIONS

Certain nonsworn positions are so specialized that a formal training program beyond orientation must be completed. This training may be mandated for state certification or CALEA Standards. In most cases, training will be provided the new employee as soon as is practicable after employment. However, accreditation manager training must be received within one year of being appointed to the position.

These nonsworn positions include, but are not limited to:

- Accreditation Manager
- Property and Evidence Technician
- Crime Scene Investigator
- Records Specialist
- Taxi Coordinator
- Adult School Crossing Guard
- Crime Analyst
- Other nonsworn positions as designated by the Chief of Police.

4.7.3 IN-SERVICE TRAINING

On-going training will be made available or provided to nonsworn personnel. Examples of this are city-sponsored enrichment programs and seminars which are conducted on a continuing basis.

Mandated continuing training for certain positions will also be provided subject to scheduling and budget constraints.

TITLE: EDUCATIONAL INTERN PROGRAM	NUMBER 4.8
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R3/08-16-04	

In cooperation with area colleges and other institutions of higher learning, the Department will consider a limited number of educational internships during each college semester.

The general purpose of this program is to assist students in programs related to the field of Criminal Justice by providing an opportunity for further educational development gained through personal observation and controlled participation in the daily operations of the Police Department.

Persons accepted for participation in the Educational Internship Program are not considered employees and shall have no right to such typical employee benefits as wages, sick leave, paid vacation, workmen's compensation, or any other benefits or compensation generally associated with an employer/employee relationship.

The Division of Organizational Development shall manage the Educational Internship Program in conjunction with the Standard Operating Procedures of that division. Program responsibilities shall include:

- Establishment of basic eligibility guidelines.
- Acceptance and processing of applications.
- Coordination of a background investigation of potential interns by the Division of Professional Standards.
- Determining the acceptability of applicants for placement within the Department and informing them and their sponsors of the decision.
- Development of program guidelines concerning divisional assignments, program supervision, and evaluation of interns accepted for placement.
- Provision for Departmental liaison with school sponsors.
- Provision for proper Departmental orientation of accepted interns and the execution of specific waivers by interns prior to their becoming passengers in Departmental vehicles.



Chapter 5



TITLE: CAREER DEVELOPMENT PROGRAM	NUMBER 5.2
EFFECTIVE DATE: 01-11-05	PAGE 1 OF 6
REVISION HISTORY: (Adopted 09-01-94) R3/01-11-05	

5.2.1 PROGRAM GOALS AND OBJECTIVES

The principal components of the Career Development Program will consist of short-term career development assignments, in-service training and specialized training unique to required job tasks. These components are intended to promote the following program goals and objectives:

- Provide meaningful work experiences for sworn members in areas outside their regular Department assignments through temporary duty assignments.
- The number of assignments per year will vary based on a number of factors including program administration and the overall staffing requirements of the agency.
- Member participation, assignment duration and assignment locations are at the discretion of the Chief of Police.
- Assist sworn members in making well-informed decisions with respect to career goals and consistent with their interests and abilities.
- Provide a means for sworn members to realize professional excellence within their chosen area and/or as a component of their Career Counseling action plan.
- Ensure that educational opportunities provided by the Department are equitably distributed with respect to the Department's Equal Employment Opportunity and Affirmative Action Program objectives.

5.2.2 IN-SERVICE TRAINING COMPONENT OF THE CAREER DEVELOPMENT PROGRAM

Proficiency and career specialty in-service training are integral components of the Department's overall plan for Career Development.

The definitions given below pertain to the in-service training component of the Career Development Program:

Proficiency In-Service Training - This facet of in-service training is based upon the need to provide members periodic and continuing job-related instruction designed to enable them to acquire the additional knowledge, skills, and abilities required in order to remain competent in the duties and responsibilities of the job.

Career Specialty In-Service Training - Training and instruction designed to enhance a member's upward mobility and/or job satisfaction due to its concentration on goals.

5.2.3 RESPONSIBILITIES OF THE DIVISION OF ORGANIZATIONAL DEVELOPMENT

The Commanding Officer of the Division of Organizational Development will administer the Department's in-service training program in order to ensure that the following Career Development goals and objectives are achieved:

TITLE: CAREER DEVELOPMENT PROGRAM	NUMBER 5.2
	PAGE 2 OF 6

- Each member of the Department is afforded the necessary training required in order for him to develop and maintain proficiency within his current assignment.
- Each member assigned to a specialized area of the Department or performing a specialized function for the Department receives training required for professional development within the area of specialization.
- Each supervisory member of the Department receives adequate training to enable him to execute the duties and responsibilities of the supervisory position.
- Each member of the Department performing managerial or administrative functions receives the necessary training to enable him to execute the duties and responsibilities of the managerial or administrative position.

5.2.4 CAREER PATH TRAINING PROGRAMS

Based upon the analysis of Departmental career assessment and counseling activities, as well as other informational sources, the Division of Organizational Development will offer periodic training programs for attendance by members on a voluntary basis.

Consideration for attendance of such training programs will be given to members of the Department who's identified career interests are compatible with the training topics scheduled for presentation. Such programs may be designed for delivery by the Department, or when appropriate, may be secured through outside resources.

5.2.5 MAINTENANCE OF RECORDS RELATED TO COMPLETED CAREER PATH IN-SERVICE TRAINING

The Division of Organizational Development will be responsible for the maintenance of written records of all proficiency and career specialty in-service training completed by Departmental members.

5.2.6 LONG -TERM CAREER DEVELOPMENT ASSIGNMENTS

Long-term career development assignments will be made to either the Division of Resource Management or the Division of Organizational Development.

Within the Division of Resource Management, the career development position is designated specifically for the positions of Sergeant or Lieutenant and designed to provide experience in both the budgeting and personnel processes.

Within the Division of Organizational Development, career development positions are established for the position of Sergeant or Lieutenant and POII thru Master Police Officer. These assignments are specifically designed to provide experience in either the training or recruiting processes.

Long-term career development assignments are generally for a period of six to twelve months.

The Office of the Chief of Police will make assignments to these positions.

5.2.7 SHORT TERM CAREER DEVELOPMENT ASSIGNMENTS

Short-term training assignments are integral components of the Department's plan for Career Development. Short-term training assignments outside the officer's regular work area provide the officer with relevant experience in the work performed within other Departmental areas and to acquaint the officer with the duties, responsibilities, skills, and abilities pertinent to the short-term assignment. Such assignments may include special assignments or project work as part of career enhancement.

5.2.8 ELIGIBILITY

To participate in a short-term training assignment, officers must meet each of the requirements specified below:

- The officer must be assigned to one of the Patrol Operation Divisions of the agency.
- The officer must have attained one of the following ranks: Police Officer II, Senior Police Officer, Master Police Officer, Police Corporal, or Police Sergeant.
- The officer must not be on probationary status at the time he requests to participate.
- The officer must be meeting the performance standards established for his regular duty assignment before a short-term Career Development assignment will be considered.
- The officer must not have received disciplinary action at the divisional level or above for the twelve-month period immediately preceding the date he is scheduled to begin the assignment.
- The request must be in agreement with career goals of the officer or must be considered as a valid means toward the establishment of career goals.
- The officer must have obtained the approval of his Division Commanding Officer and Bureau Commander prior to participation.
- The officer must not have served on a short-term Career Development assignment during the six-month period preceding his application.

Officers having previously worked in a Departmental component now designated as a "Career Development Assignment Area" will not be considered for a short-term assignment in that particular area.

Members will participate in Career Development short-term assignments without loss of rank or status. Upon completion of the assignment, these officers will return, in grade, to the assignment vacated when the Career Development assignment began.

TITLE: CAREER DEVELOPMENT PROGRAM	NUMBER 5.2
	PAGE 4 OF 6

Although this phase of Career Development pertains strictly to Patrol Operations Bureau personnel, nothing herein prohibits other work units from making intra-bureau short-term assignments in order to cross-train personnel or to meet some other legitimate employee development need. In such cases, however, the temporary assignment will be preceded by a written memorandum specifying the goals and objectives of the temporary assignment and its duration. A copy of the assignment memorandum will be forwarded to the Division of Organizational Development and approved by the Office of the Chief of Police.

5.2.9 SELECTION PROCEDURE

All eligible personnel who are interested in a short-term assignment under the Career Development Plan will submit a Career Development Application Form to their immediate supervisor indicating their desire for a particular assignment area.

The officer's immediate supervisor will review the application, discuss it with the officer if necessary, and then forward the application with recommendations through the chain of command for approval. The Bureau Commander will forward all applications to the Division of Organizational Development, regardless of approval status.

When a Career Development application is disapproved, the applicant will be informed as to the reason(s) for disapproval. This responsibility will rest with the highest level of authority at which the application was disapproved. An applicant may appeal disapproval of his Career Development application in accordance with established Departmental procedures.

All Career Development Program applications will remain active until:

- The applicant is assigned to a Career Development slot.
- The applicant is transferred to a permanent position outside of the Patrol Operation Divisions.
- The applicant is promoted to a rank higher than Police Sergeant.
- The applicant leaves the Department through resignation or employment termination.
- The applicant withdraws his request to participate and forwards a written notice to that effect.

Members may submit an application and be placed on the eligibility list at any time after they become eligible to participate. Reinstated officers will be required to wait a period of six months beyond their reappointment date before applying for Career Development.

5.2.10 RESPONSIBILITIES OF THE DIVISION OF ORGANIZATIONAL DEVELOPMENT WITH RESPECT TO SELECTION AND ASSIGNMENTS

Upon receipt of applications for a Career Development assignment, the Division of Organizational Development will cause the applications to be date and time stamped. The applications will then be filed in the order in which they were received. A separate file will be maintained for "approved" and "disapproved" applications.

TITLE: CAREER DEVELOPMENT PROGRAM	NUMBER 5.2
	PAGE 5 OF 6

On or about the 15th of each month, the Commanding Officer of the Division of Organizational Development or his designee will review all applications approved by Bureau Commanders. A determination will be made as to the Career Development slots to be available as of the first day of the following month and the personnel to be assigned per the following guidelines. The maximum number of short-term assignments made during a single month will be determined by the Bureau Commanders in consideration of operational goals and manpower requirements. The following guidelines shall apply:

- No more than one officer, regardless of rank, will be assigned from the same squad at any one time without the written permission of the affected Division Commanding Officer.
- In the event that two or more members from the same squad are eligible to participate at the same time, the affected Division Commanding Officer will be notified and will make the decision as to which applicant is to be assigned first. In reaching this decision, Commanding Officers will be asked to consider the factors of seniority, rank, date of next Performance Appraisal and the aptitudes of each applicant applied to the particular assignment under consideration.
- Applicants who are not selected because of command decisions will be reconsidered at the appropriate monthly selection period preceding expiration of the selected member's assignment.

5.2.11 SHORT TERM CAREER DEVELOPMENT ASSIGNMENT AREAS

The following Divisions are hereby designated as assignment areas for the purposes of Career Development. The actual number of personnel to be assigned to any included area at one time will be determined at the time assignments are being considered:

- Metropolitan Criminal Investigations Division
- Vice/Narcotics Division
- Special Operations Division
- Investigative Support Division
- Operational Support Division

5.2.12 DURATION OF SHORT-TERM TRAINING ASSIGNMENTS

The duration of assignments will generally be for one calendar month or thirty workdays. However, the actual assignment period may be extended or shortened as determined to be in the overall best interest of the Department.

5.2.13 RESPONSIBILITIES OF ASSIGNMENT AREA COMMANDERS

The Commanding Officer of each assignment area addressed by this directive (or his designee) will be responsible for developing a written plan pertinent to the duties, responsibilities, and general work to be performed by personnel assigned to his command for Career Development purposes.

TITLE: CAREER DEVELOPMENT PROGRAM	NUMBER 5.2
	PAGE 6 OF 6

The written plan is to be forwarded to the Division of Organizational Development for review and will necessarily include:

- A general overview of the division's primary responsibilities, along with its organizational structure.
- The duties and responsibilities to be routinely assigned to Career Development personnel after an initial period of divisional orientation.
- A planned approach of providing job orientation pertinent to the officer assigned for Career Development, including performance criteria developed for evaluative purposes.
- An assessment of the knowledge, skill and personal ability characteristics associated with successful performance of personnel assigned to the division in general.
- An overview of any in-service training or actual experience training schedules normally followed by the division which are pertinent to Career Development assignments.

Upon approval of the divisional plans, each plan will be made available to the department's Career Counselors to assist in any future career counseling of subordinates. A copy of the plans will be placed on file within the Division of Organizational Development.

5.2.14 ASSIGNMENT EVALUATIONS

Each officer assigned to a Career Development area and assigned tasks to perform will be evaluated against program standards developed by the responsible Division Commanding Officer.

The purpose of evaluation will be:

- To inform personnel as to critical performance factors which may affect their chances of being selected for permanent assignment to the Career Development area.
- To provide evaluative data for use in long range career development of the individual, and to further assist in future Career Counseling sessions.
- To provide input for use by immediate supervisors in preparing regular Performance Appraisal evaluations.
- To ensure the goals of the program and the participant and are consistent with the goals of the agency.

TITLE: CAREER COUNSELING	NUMBER 5.3
EFFECTIVE DATE: 01-11-05	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R3/01-11-05	

5.3.1 PROGRAM OBJECTIVES

Career Counseling serves as an integral component of the Career Development Program and will be made available to all eligible sworn personnel upon request. While Career Counseling will normally coincide with the member's annual performance evaluation process, it may be requested at any time.

Career Counseling is not mandatory. An officer who does not desire Career Counseling should so inform his supervisor at the time of the officer's annual performance evaluation.

The completed form requesting or declining Career Counseling will be forwarded, along with the evaluation instrument to the Division of Resource Management, where it will be maintained in the member's personnel file.

Members may review their Supervisory Career Assessment Form on file within the Division of Resource Management to ensure the information is current.

5.3.2 CAREER COUNSELORS

Each Bureau will designate selected personnel at or above the rank of Lieutenant to serve as Career Counselors. Career Counselor duties shall include:

- Meeting with assigned employees that request Career Counseling.
- Assisting in the development of their long and short-term career goals and plan of action.
- Communicating the employee's career plan with the Division of Organizational Development and other division supervisors for use in determining training and career development opportunities
- Maintaining the Division's Career Counseling records.

5.3.3 SUPERVISOR RESPONSIBILITIES

During annual employee performance evaluations, supervisors should conduct a frank and open discussion of the member's strengths and weaknesses as they apply to their current duties and responsibilities.

Supervisors should explain the Department's Career Counseling Program and Career Development Program to all Sergeants, Corporals, and Police Officers above the rank of Police Officer I. Should the employee desire formal Career Counseling, a Supervisory Career Assessment Form should be completed in its entirety. The original form and one (1) copy should be forwarded through the chain of command to the employee's Bureau Commander.

TITLE: CAREER COUNSELING	NUMBER 5.3
	PAGE 2 OF 2

5.3.4 BUREAU COMMANDER RESPONSIBILITIES

Bureau Commanders shall assign an appropriate Career Counselor to each employee desiring formal Career Counseling. One (1) copy of the employee's Supervisory Career Assessment Form will be sent to the assigned counselor. One (1) copy will be sent to the Commanding Officer of the Division of Resource Management for inclusion in the employee's personnel file and one (1) copy will be sent to the Commanding Officer of the Division of Organizational Development to assist in preparing materials for the Career Counselors.

5.3.5 DIVISION OF ORGANIZATIONAL DEVELOPMENT RESPONSIBILITIES

The Commanding Officer of the Division of Organizational Development is responsible for the following:

- (1) Developing and delivering a training program to all individuals serving in the capacity of a Career Counselor. Following completion of training, Career Counselors will be capable of the following:
 - Assessing the knowledge, skills and abilities of a member in comparison with the knowledge, skills and abilities required for successful performance within the position or assignment area sought by the member.
 - Conducting the Career Counseling interview and properly completing the Supervisory Career Assessment Form.
 - Assisting members in developing written plans of action related to the accomplishment of their career goals.
 - Demonstrating a working knowledge of Departmental and City programs applicable to training and development, as well as the policies and procedures applicable to participation in such programs, and offer options of goal achievement utilizing the various employee enhancement programs.
- (2) Ensuring that Career Counselors receive copies of the member's in-service training records, most recent performance evaluations, and promotional potential evaluations for use in the Career Counseling sessions.
- (3) Evaluating information provided by Career Counselors to establish Departmental priorities for the development and delivery of in-service training required by members in relation to identified career goals.

TITLE: PROFESSIONAL DEVELOPMENT ASSOCIATIONS	NUMBER 5.4
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)	

5.4.1 GENERAL POLICY

The Department recognizes the value of participation by members in professional associations having goals and objectives compatible to those of the Criminal Justice system in general, and of the police profession in particular. As a matter of policy, the Department encourages such participation by members, recognizing that such associations are often beneficial to both the member and the Department. To clarify the Department's position in regard to membership in such associations, certain policies have been adopted and are set forth in this directive.

5.4.2 ASSOCIATION CLASSIFICATIONS

The Department recognizes three general types of professional service associations:

Police Alumni Associations

A police alumni association is an organization composed of graduates who have successfully completed course work recognized by the particular association as its membership criteria.

Members of the Department are eligible to join such associations upon satisfactory completion of the prescribed course of study.

Departmental sponsorship of members in police alumni associations is limited to persons having completed administrative officer's training courses, equivalent to college level programs, and administered by institutions of recognized competence.

Examples: F.B.I. National Academy; Southern Police Institute, Administrative Officer's Course; Northwestern University, Traffic Institute, Traffic Police Administration Training Program; N.C. State Administrative Officer's Management Program.

Specialized/Professional Service Associations

A specialized/professional service association is an organization composed of members sharing common interests and group goals which are narrowly directed toward a particular function or specialized phase of law enforcement.

Members of the Department are eligible to join such associations at any time, but Departmental sponsorship is limited to those occasions when the member is actively assigned to a specialized unit and the membership is considered beneficial to the Department, as well as the member.

Examples: Internal Affairs Investigators' Association; North Carolina Juvenile Officers Association, etc.

TITLE: PROFESSIONAL DEVELOPMENT ASSOCIATIONS	NUMBER 5.4
	PAGE 2 OF 2

General Police Associations

A general police association is an organization composed of members who are eligible to join by virtue of their law enforcement employee status, or by virtue of their particular status as an identifiable group or class of law enforcement officers.

Members of the Department are eligible to join such associations at any time they choose, upon meeting the association's membership criteria and upon payment of dues or fees charged by the association.

Examples: North Carolina Police Executives Association, North Carolina Law Enforcement Officers Association, North Carolina Police Women's Association, North State Law Enforcement Officers Association, etc.

5.4.3 DEPARTMENTAL SPONSORSHIP

The Department may elect to sponsor memberships of personnel in police alumni or specialized/professional service associations. Sponsorship by the Department, in such cases, shall be limited to payment of initial and annual membership dues assessed by the subject association. Payment of membership dues in regard to general police associations shall be the responsibility of the individual association members.



Chapter 6



TITLE: ASSIGNMENT AND TRANSFER	NUMBER 6.1
EFFECTIVE DATE: 08-12-08	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R7/08-12-08	

6.1.1 GENERAL POLICY

The Chief of Police is responsible for the assignment and transfer of all personnel within the Department. The provisions of this directive shall apply to all such movements, except when in the best interest of the Department or as deemed necessary by the Chief of Police.

6.1.2 ASSIGNMENTS AND TRANSFERS MADE BY THE CHIEF OF POLICE

The Chief of Police will make inter-bureau assignments and transfers of all sworn and non-sworn managers and supervisors.

6.1.3 ASSIGNMENT OF SUPERVISORY PERSONNEL

Bureau Commanders will make intra-bureau assignments and transfers of sworn and non-sworn supervisory personnel within their command. Intra-divisional assignment and transfer occurs at the initiative of the Division Commanding Officer with the approval of the appropriate Bureau Commander.

6.1.4 TRANSFER OF CORPORALS

Corporals may not transfer without losing their Corporal classification, except as noted below. These transfers are transfers of personnel, not positions.

- The Division Commanding Officers may transfer corporals in grade within their assigned division.
- Bureau Commanders may transfer corporals in grade within their assigned bureau.
- The Chief of Police may transfer corporals in grade within the Department.

6.1.5 FIRST YEAR SWORN SOLO ASSIGNMENT QUARTERLY TRANSFER POLICY

Upon completion of the PTO Training Program all police officers will be transferred on a schedule approved by the Commanding Officer of the Patrol Bureau; for their first year of solo assignment. These transfers will ensure that each first year officer is assigned to a variety of shifts and patrol divisions. At the beginning of the officer's first year, the Chief of Police will direct the issuance of a Personnel Order detailing the officer's transfer assignments and dates for the upcoming year. Actual movement of personnel will be coordinated by Division Commanders.

6.1.6 POLICE OFFICER VACANCY

All Police Officer II's, Senior Police Officers, Master Police Officers and Corporals are eligible to be considered for assignment to any position designated to be filled by a Police Officer.

If assigned to a Police Officer position, Corporals will be reclassified to their attained "hard rank" of either Police Officer II, Senior Police Officer, or Master Police Officer. Their salary will be reduced accordingly.

TITLE: ASSIGNMENT AND TRANSFER	NUMBER 6.1
	PAGE 2 OF 3

Methods utilized by the Department to select personnel for assignment to Police Officer positions within divisions having vacancies will include both direct appointment and competitive procedures, as determined by the Chief of Police to be in the Department's best interest.

6.1.7 PROCEDURES

The Commanding Officer of a Division with a vacancy will notify the Resource Management Division of the desire to fill the vacancy. The Resource Management Division will announce the vacancy in memorandum form.

The announcement will invite all qualifying police officers to apply and will also include a closing date for applications. All applications should have a resume attached and will be forwarded through the chain of command to the Resource Management Division.

The officer's Commanding Officer will review the transfer request and any written comments made by supervisory personnel below his level. Based on the officer's performance in his present assignment and his potential of performing satisfactorily in the position sought, the Commanding Officer will determine whether the officer should be considered for transfer and express his written concurrence or nonconcurrence with the request.

Commanding Officers will be responsible for ensuring that unfavorable recommendations affecting an officer's viability as a candidate for transfer be made known to the officer. The officer should acknowledge through his signature that he has been informed of the unfavorable recommendation.

The Resource Management Division will receive and maintain a file for each vacancy that is announced. When the closing date for applications has expired, all applications will be forwarded to the Commanding Officer whose vacancy is to be filled.

Intrabureau requests for transfer will be directed to the affected Bureau Commander through the chain of command and maintained on file in that Bureau. The Bureau Commander will ensure that requests for transfer are properly logged and acknowledged. The affected Bureau Commander makes Intrabureau transfers after consideration of requests on file, recommendations, other eligible officers, and any other information pertinent to the transfer.

6.1.8 IMPLEMENTATION OF INTER-BUREAU TRANSFERS

The affected Commanding Officer will review all requests. The Commanding Officer may make his selection from any information on file or, at his discretion, schedule interviews.

Upon conclusion of his reviews and/or interviews, the Commanding Officer will make written recommendations through channels to the Chief of Police. The recommendation will include documentation as to the date of review, all officers considered, selection criteria, and final recommendations for transfers. A copy of the approved recommendations will be maintained in the Resource Management Division.

When making assignments or transfers, the Chief of Police may consider all requests for transfer, all recommendations, other eligible officers, and the active disciplinary record of any officer being considered.

6.1.9 PERSONNEL ORDERS

To allow for effective position control and coordination of various departmental records, it is imperative that specific information is captured prior to any personnel promotion and/or transfer. To facilitate this, all personnel promotions and/or transfers should be documented on the department's Personnel Transfer Form (PS-POL-275-1749) by the Resource Management Division and approved by the affected Division and Bureau Commanding Officers. The completed form should then be submitted to the Resource Management Division.

Upon receipt of the Personnel Transfer Form, the Resource Management Division shall prepare and distribute a Personnel Order. Copies of Personnel Orders shall be maintained by the Office of the Chief of Police as an archive document in accordance with North Carolina Records Retention Schedules.

Attachment: Personnel Transfer Form

PERSONNEL ORDER NUMBER: _____	
Employee Name:	_____
Social Security Number:	_____

Old Position Title/Assignment:	_____
Old Account Number:	_____
Old Position Number:	_____ Old Badge Number: _____
Old Telephone Number:	_____
Old Cellular Telephone Number:	_____
Old Vehicle Number:	_____
Previous Supervisor:	_____

New Position Title/Assignment:	_____
New Account Number:	_____
New Position Number:	_____ New Badge Number: _____
New Telephone Number:	_____
New Cellular Telephone Number:	_____
New Vehicle Number:	_____
New Supervisor:	_____
Date of Drug Screen:	_____

Division Commanding Officer

Bureau Commanding Officer

PS-POL-275-1749

TITLE: ASSIGNMENT ORIENTATION	NUMBER 6.2
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R2/05-01-08	

6.2.1 GENERAL POLICY

Newly hired, promoted, or transferred employees need an orientation concerning the job they have been selected to perform. In addition, an on-the-job training program must be completed and specialized training necessary for the position must be identified and delivered. It is the intent of this directive to provide a method for administering the orientation, on-the-job training, and identification of required specialized training for such employees.

6.2.2 ASSIGNMENT ORIENTATION REQUIRED

The provisions of this directive are applicable to the following employees of the Department (subject to exceptions below):

- All newly hired employees.
- All employees transferred to a new duty position.
- All employees promoted to a position below the rank of Police Captain or Non-sworn Director.

The provisions of this directive are not applicable to the following employees of the Department:

- Employees newly hired in the position of Police Trainee or newly appointed to the position of Police Officer I after completing the Police Basic Introductory Course.
- Employees transferred in grade to another identical position within the same division.
- Employees promoted to higher ranks in the same position on the basis of noncompetitive examination (i.e., Police Officer I to Police Officer II) where the duties of the position do not change significantly.
- Members of the Police Reserve Corps and School Crossing Guards.

6.2.3 CONTENT OF THE ORIENTATION

The affected employee will be briefed on the following topics:

- Management, administration, supervision, and personnel policies of division and squad.
- Support services and relationship of division and squad to other divisions, units, and outside agencies.
- Division Standard Operating Procedures, special programs, operational plans, and the Accreditation process.
- Performance standards for the position.

TITLE: ASSIGNMENT ORIENTATION	NUMBER 6.2
	PAGE 2 OF 2

The employee will be assigned to supervised on-the-job training with another member of the division for a period of time as designated by the employee's Division Commanding Officer.

Specialized training that is required (mandated by law or other authority) for the position will be identified. (For example, a new Traffic Enforcement Officer must have certification in speed measuring devices.) Other training, such as interview/interrogation training for new detectives, will not be addressed in this process, although the Department's Multi-Phase Training Program has provisions for this training.

6.2.4 CONDUCTING THE ORIENTATION

The orientation will be directed by the affected employee's Division Commanding Officer and shall be conducted by the employee's immediate supervisor.

The orientation must be conducted within ten working days after the date the employee reports to the new position.

6.2.5 REPORTING THE ORIENTATION

An Assignment Orientation Report (PS-POL-588-3363) will be prepared to document the orientation. Copies of the report will be distributed as follows:

- One copy to the Resource Management Division.
- One copy in Employee's division personnel file.
- One copy for division use, if needed.

The Assignment Orientation Report will be completed and routed within ten working days after the date the employee reports to the new position.

6.2.6 RESOURCE MANAGEMENT DIVISION RESPONSIBILITIES

Upon receipt of the Assignment Orientation Report from the Division Commanding Officer, the Resource Management Division will coordinate the following action concerning the employee:

- The employee will be scheduled for any required specialized training identified in the report.
- The employee will be entered in the appropriate place in the Department's Multi-Phase Training Program.

Assignment Orientation Reports will be maintained on file in the Resource Management Division for a period of one year after they are received.

TITLE: ASSIGNMENT LIMITATION POLICY WITHIN VICE/NARCOTICS	NUMBER 6.3
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R2/08-16-04	

The Department recognizes that certain positions are likely to produce stress beyond the normal level for employees and their families due to the sensitive nature and working conditions of the positions. In recognition of that potential, the Department has established an Assignment Limitation Policy in the Vice/Narcotics Division.

For all sworn members of the Vice/Narcotics Division, the Commanding Officer of the Division will consider the member's job performance, apparent ability to deal with the job stress factor, attitude towards the assignment, and any other factors appropriate for consideration for continued assignment. Any time that these factors indicate that it is in the Department's best interest for the member to terminate his assignment in Vice/Narcotics, the Commanding Officer will make such recommendation to the Chief of Police.

At such time as sworn members of the Division at the rank of corporal and below have been assigned to the Division for five years, the Commanding Officer will make a recommendation to the Deputy Chief of the Metropolitan Operations Bureau as to whether their assignment should be extended. The Deputy Chief, after evaluating the recommendation, may grant an extension (normally for one year). Additional extensions may be granted if deemed in the best interest of the Department.

The length of service for the Commanding Officer and supervisory staff of the Vice/Narcotics Division will be determined by the Chief of Police.

TITLE: LIMITED DUTY ASSIGNMENTS	NUMBER 6.4
EFFECTIVE DATE: 09-25-06	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R7/09-25-06	

6.4.1 GENERAL INFORMATION

The Department recognizes the need for occasional limited duty assignments for its employees due to short-term illness, injury, or a traumatic experience.

Limited-duty status is a privilege extended to Departmental employees during periods of short-term disability. The Department reserves the right to approve, modify, or terminate an employee's limited-duty request or status as necessary to ensure the best interests of the Department are addressed.

With the exception of pregnancy, continued assignment to limited duty beyond 130 business days is the exception rather than the rule and shall be made only after consideration of all available information concerning the prognosis for the employee's return to full duty. Also, at any time during the 130 day period, the employee may be required to undergo a re-evaluation by his physician or the City's physician to determine when he will be able to return to full duty status, which will include an indication of the employee's current medical status. The prospect of continued long term disability may require the employee to pursue medical retirement, or seek other employment based on his established limitations.

Commanding Officers/Directors shall seek information from employees who are not present for duty due to any illness or injury involving a short-term duration. If an employee's injury or illness requires medical opinions or other information pertaining to fitness for duty, all correspondence will be conducted by the Division of Resource Management. As medical restrictions allow, employees are required to return to work as soon as possible.

Employees must receive approval from the Commanding Officer of the Division of Resource Management and their respective Division Commander before returning to a full duty status from a limited duty status.

6.4.2 REQUEST FOR LIMITED DUTY

An employee must request limited duty assignment by memo through channels to his Bureau Commander. A doctor's statement of duty restrictions must be attached, as should an estimate of how long the employee will be restricted from full-duty status.

Approval of limited duty status will be made at the discretion of the employee's Bureau Commander.

The Division of Resource Management will be notified by each bureau when a member is granted a limited duty assignment or placed on workman's compensation status. This will be accomplished by forwarding the employee's request for Limited Duty to the Commanding Officer of the Division of Resource Management. This reporting function may also be accomplished at the divisional level if deemed appropriate.

The Division of Resource Management will be responsible for supplying the office of the Chief of Police with a complete listing of all departmental members assigned to limited duty or workman's compensation status monthly.

TITLE: LIMITED DUTY ASSIGNMENTS	NUMBER 6.4
	PAGE 2 OF 2

6.4.3 ASSIGNMENT OF LIMITED DUTY PERSONNEL

Upon the approval of an employee's request for limited duty, the affected Bureau Commander will forward the request and related documentation to the Commanding Officer of the Division of Resource Management. After reviewing the needs of the Department and the abilities of the employee, the Commanding Officer of the Division of Resource Management will assign the employee to a Division for a temporary limited duty assignment.

The Division Commanding Officer to whom a limited duty employee is temporarily assigned shall be responsible for normal administrative and supervisory control of that employee, including attendance, and other records, mode of dress, duty hours and other related matters.

6.4.4 RESTRICTED ACTIVITIES

Limited duty assignments are intended to be purely administrative in nature. Officers are not expected to exercise any law enforcement authority while on limited duty, they shall not engage in any activity which is beyond the physical limitations placed on the officer by his or the City's physician.

Officers assigned to limited duty status shall not wear a police uniform unless authorized by competent authority. Normal business attire will be worn in accordance with Departmental Directive, 15.1.3 Non-Uniform Standard Dress Regulations.

Employees granted limited duty status shall not be eligible for, or engage in, off-duty employment as defined in Departmental Directive 3.3, and must receive supervisory approval to engage in outside employment as defined in Departmental Directive 3.4

6.4.5 CARRYING OF SERVICE WEAPON

Officers may elect to carry their service weapon while assigned to limited duty. However, as with all plainclothes assignments, officers will wear their weapon in a discreet, concealed manner so as not to attract attention or have the weapon in open view of the public.

If officers have not met their annual in-service training requirements, they shall relinquish their service weapon(s) to the Commanding Officer of the Division of Organizational Development. To this end, all in-service training for the purpose of continued certification must be completed by December 31st of each year.

6.4.6 RETURN TO FULL-DUTY STATUS

Employees are expected to return to full-duty status as soon as circumstances permit. A doctor's statement releasing the employee for full-duty status must be forwarded to the affected employee's Bureau Commander.

The Division of Resource Management is responsible for monitoring the medical status of limited-duty employees, including securing medical reports, evaluations, and other documentation to determine the employee's readiness to return to regular duty status.

All employees must satisfy their annual in-service training requirements prior to returning to full duty status.

TITLE: PERFORMANCE EVALUATION	NUMBER 6.5
EFFECTIVE DATE: 08-12-08	PAGE 1 OF 7
REVISION HISTORY: (Adopted 09-01-94) R8/08-12-08	

6.5.1 GENERAL

The purpose of this directive is to clarify policies and procedures of the Greensboro Police Department as they relate to the evaluation of the performance of its employees. Supervisory personnel, who are routinely responsible for performance evaluations, will become thoroughly familiar with the contents of this directive, as well as the guiding City policies upon which the directive is based. In this directive the terms "appraisal" and "evaluation" are used interchangeably.

Performance evaluations are necessary in order to meet a variety of worthwhile objectives. There is an ethical and a practical need to deal fairly and impartially with employees in all matters affecting their pay, transfer and promotional opportunities, Career Development options, and other matters routinely associated with personnel administration.

Properly prepared evaluations are valuable tools which assist the Department in meeting its objectives of maintaining and improving performance at all levels, providing a means for personnel counseling, identifying training needs of employees, and assuring that the larger goals of the Department are met with respect to maximizing productivity and efficiency at all levels.

6.5.2 TYPES OF PERFORMANCE EVALUATION

The evaluation system of the Department will accommodate two general classifications of performance evaluation. These are defined as follows:

- Annual Performance Appraisals - Annual performance appraisals will be completed for all personnel including Reserve Officers, as provided for by standard procedures of the City of Greensboro and further clarified in this directive. Annual appraisals consist of the yearly performance record of an employee, rated against the performance standards established for the employee's position or job within the Department.
- Quarterly Performance Appraisals- Quarterly performance appraisals will be completed for all personnel including Reserve Officers, as provided for by standard procedures of the City of Greensboro and further clarified in this directive. Quarterly appraisals consist of the quarterly performance record of an employee, rated against the performance standards established for the employee's position or job within the Department. The quarterly evaluation will be documented utilizing the same form as the annual appraisal for a particular employee.

Probationary police officer employees will be rated in accordance to established standards outlined in the Police Basic Introductory Course and Police Training Officer (PTO) Program.

TITLE: PERFORMANCE EVALUATION	NUMBER 6.5
	PAGE 2 OF 7

Upon successful completion of the PTO training program, police officers will be rated upon their quarterly Divisional transfer date (as defined in Departmental Directive 6.1.5) until successful completion of their respective first year sworn solo assignment. This evaluation instrument will serve as the quarterly and transfer evaluation for the officer.

- Promotional Potential and Other Special Purpose Evaluations - In furtherance of the Department's promotion and selection procedures, supervisors may be required to complete special purpose evaluations out of sequence with the employee's normal evaluation cycle.

6.5.3 PERFORMANCE EVALUATION PROCEDURES

Performance evaluation for full-time budgeted employees will be conducted annually in accordance with a printed Employee Evaluation Summary provided by the City Human Resources Department, applicable city guidelines and applicable Standard Operating Procedures. Performance standards may be found in each Divisions' Standard Operating Procedures or other documents addressing job description and/or performance made available to the employee prior to the rating period. The performance standards established for each position define specific job tasks which are applicable to that position. The job tasks are those which are required and expected from an employee in that position.

Any performance evaluation system which may be developed for use in the Police Department will conform to the City performance-based evaluation system.

An employee's evaluation will be conducted by the employee's immediate supervisor. Supervisors will monitor the performance of employees throughout the months preceding the due date for appraisals and keep accurate records pertinent to the employee's performance and/or progress.

In order to ensure the success of the evaluation program, supervisors will counsel with each employee at the beginning of the normal rating period to familiarize employees with the performance expected, and the evaluation rating criteria the supervisor will apply to determine the employee's performance rating.

Supervisors will evaluate each employee quarterly to provide feedback on performance. The quarterly evaluations will provide the basis for the final rating received on the annual evaluation. Supervisors will advise employees in writing whenever their performance is deemed unsatisfactory. Such notification must be given to the employee at least ninety days prior to the end of the rating period.

Prior to the actual completion of evaluation forms used in conjunction with the performance appraisal, the supervisor will conduct a preevaluation interview with the employee to advise the employee of the supervisor's views and to provide the opportunity for input from the affected employee.

When an evaluation is due for an employee, the supervisor will rate the employee's actual performance against the performance standards established for the employee's position.

6.5.4 RATING THE EMPLOYEE'S PERFORMANCE

The rating the supervisor formulates (with respect to each performance standard) should be based upon a consideration of the employee's total performance over the course of the entire rating period, taking into account the rating possibilities applicable to the standards and the following considerations:

- Does the employee's performance indicate exceptional performance or is it inconsistent in meeting the objectives and/or prevailing work standards established for the position?
- How does the employee's overall performance relate to the performance standards and the rating possibilities?
- Has the employee received commendation, counseling, or discipline as described in Departmental Directive 7.3 relative to a specific performance category (standard)? If so, these should be included in the "Rater's Comments" narratives.

An approved Greensboro Police Department evaluation form or memorandum will be used to complete the evaluation. The comments section of this form will be used to document all rating levels of performance. Documentation should consist of a brief synopsis of the employee's overall performance. Should the rater require more space to complete the narrative than is provided on the evaluation form, the rater shall type "See memorandum" in the appropriate comments section and prepare a memorandum with the rater comments. The continuation memorandum, if used, will be forwarded to the Division Commanding Officer for quarterly evaluations and to the Chief of Police for Annual Evaluations as an attachment to the evaluation form.

There will be no attachments to this form other than the City cover sheet (Form PDS-10-23).

6.5.5 RATING CATEGORIES

The employee will be rated on each performance category following the applicable measurement definitions provided for their specific evaluation instrument. There is one rating system in use in the Department. In this system the rating for each listed standard may be one of six possibilities:

- Extended
- Level I
- Level II
- Level III
- Level IV
- Level V

TITLE: PERFORMANCE EVALUATION	NUMBER 6.5
	PAGE 4 OF 7

When the rating is either Level I, IV, or V, the supervisor will provide specific written commentary to fully substantiate his rating of the employee's performance.

After rating the employee on each of the performance categories, the supervisor will determine the employee's overall rating for the evaluation period. The rating possibilities applicable to individual performance standards apply to the overall rating as well and are defined as follows:

- **Extended** - Performance rating cannot be determined. Rating period is extended ninety days to allow a longer time to determine performance rating.
- **Level I – Poor Performance** - Performance at the present level is not acceptable. The employee is inconsistent in meeting objectives and/or prevailing work standards established for the position. Probation is warranted, and if the employee does not demonstrate a significant improvement in performance during the following ninety days, demotion, suspension, or termination may be warranted.
- **Level II – Marginal Performance** - Performance at its present level meets the minimum objectives and/or work standards for the position. Improvement is desirable. As applied to new employees, this rating indicates that the performance lacks some aspects of job knowledge, which may be gained through additional experience.
- **Level III – Meets Expectations** - Performance at the present level is entirely acceptable. The employee is consistent in meeting, and may occasionally exceed the objectives and/or work standards established for the position. The employee is doing a good job of providing the services required and expected of his/her position.
- **Level IV – Exceeds Expectations** - Performance at its present level exceeds the objectives and/or work standards established for the position. The employee, on his/her own initiative, often goes beyond what is required and expected.
- **Level V – Superior Performance** - Performance at its present level consistently exceeds the objectives and/or work standards established for the position. The employee, on his/her own initiative, routinely goes well beyond what is required and does a superior job of providing services required and expected.

In the event of an overall rating other than Level II or III, the following will apply:

- To qualify for an overall rating of Level IV or V the employee must have clearly demonstrated exceptional performance which is significantly above that required by the established standards for the employee's position.
- In the event of an overall Level I rating, the employee's supervisor will complete a Performance Planning form (Form PDS-11-26) and outline specific steps for improvement. The employee will be afforded a three month period to improve his performance. At the end of the three-month period, the employee will be reappraised, and if improvement to an acceptable level is made, the salary increase previously deferred may be granted. However, if a Level I level of performance has continued, the employee may be terminated.

TITLE: PERFORMANCE EVALUATION	NUMBER 6.5
	PAGE 5 OF 7

- If, after review of the employee's performance, the supervisor is unable to determine an accurate performance level from the five levels of performance defined by the appraisal system, the extended rating may be used. This allows a three month extension of the evaluation period after which a final evaluation rating for the employee is made.

6.5.6 REASSIGNMENT AND/OR TRANSFER OF SUPERVISORS OR EMPLOYEES

When an employee is reassigned and/or transferred, he must be given a performance evaluation by his supervisor and the evaluation forwarded to the new supervisor for consideration when completing the next required evaluation. The same is true for each subordinate when a supervisor is reassigned or transferred. The forgoing is unnecessary if the employee(s) were evaluated within ninety days of the reassignment or transfer.

6.5.7 COMPLETING AND ROUTING PERFORMANCE APPRAISAL REPORT

Should the overall rating level change from the last evaluation (quarterly or annual), the Rater will, prior to service, notify their supervisor of the change.

After the instrument is served on the employee, the Performance Appraisal Report, will be forwarded to the Rater's Supervisor who will review, sign and forward it to the Resource Management Division.

The supervisor will discuss the Performance Appraisal Report with the employee and provide the employee with an opportunity to make written commentary pertinent to the appraisal if he so chooses.

Upon conclusion of the appraisal interview, the employee will sign the report, indicating that the report was discussed with the employee. The employee's signature does not indicate his concurrence or nonconcurrence with the rating indicated.

The supervisor will provide the employee with a copy of the completed Performance Appraisal Report or memorandum as approved by the Division Commanding Officer.

After the performance appraisal interview with the employee, the Performance Appraisal Report will be forwarded, through channels, to the Chief of Police and include:

- An Employee Evaluation Summary (Form PDS-126-3475-A), the comments section of which will be used to document any rating other than Standard. Documentation should be provided on the form.
- The original of the City cover sheet (Form PDS-10-23), the Employee Evaluation Summary (Form PDS-126-3475-A) and the Police Department Appraisal (Form PS-POL-69-415)

All Performance Appraisal Reports will be reviewed for conformance to policy and appropriate salary recommendations will be made by the Resource Management Division. After completing the Employee Evaluation Summary Sheet (Form PDS-126-3475-A), a copy will be returned to the employee.

TITLE: PERFORMANCE EVALUATION	NUMBER 6.5
	PAGE 6 OF 7

Performance Appraisal Reports will be retained by the Department for a period of two years from the date the evaluation is rendered. This is true for both contested and uncontested evaluations.

6.5.8 FAIRNESS OF THE EVALUATION PROCESS

In order to accomplish the Department's objectives of fair and impartial personnel administration and improved performance at all levels, each supervisory officer will uniformly apply evaluation procedures.

When preparing evaluations, supervisors will make every reasonable effort to:

- Eliminate from consideration any performance which occurred at some other time than the specific period covered by the current performance appraisal.
- Avoid being unduly influenced by his perception of the employee's personality when preparing the evaluation. The objective of performance appraisal is to evaluate performance, not personality.
- Ensure that evaluative judgments are based upon a clear understanding of the job standards and adequate documentation of performance.

Superior officers will consider the quality of performance appraisals prepared by supervisors when determining the supervisor's own performance appraisal rating.

6.5.9 TRAINING OF SUPERVISORS TO MEET PERFORMANCE EVALUATION RESPONSIBILITIES

In conjunction with the City Human Resources Department, the Training Division will develop and deliver suitable instruction to prepare supervisors to meet performance appraisal responsibilities. The preparatory training will occur as soon as possible following an employee's promotion or appointment to supervisory status.

The above mentioned appraisal responsibilities include, but are not limited to, career counseling. All supervisors are responsible for counseling employees under their direction so that these employees may pursue their individual career goals.

Supervisory training will include instruction enabling supervisors to advise employees on matters concerning career goals. Upon completion of supervisory training reference career assessments, supervisors are expected to:

- Assess the knowledge, skills and abilities of an employee in comparison with the knowledge, skills and abilities required for successful performance within the position or assignment area sought by the employee.
- Develop a working knowledge of Departmental and City programs applicable to training and development, as well as the policies and procedures applicable to participation in such programs.

TITLE: PERFORMANCE EVALUATION	NUMBER 6.5
	PAGE 7 OF 7

6.5.10 MONITORING THE EVALUATION SYSTEM

The Resource Management Division will conduct an annual inspection of the Department's evaluation system. The annual inspection will contain a statistical analysis for the purpose of identifying the percentages of each overall rating category to be used to ensure that the system is continuing to function properly.

Policies and procedures pertinent to promotional potential evaluations, rating police trainee performance, and other special purpose appraisals may be addressed in other appropriate chapters of the Department's Directives Manual or in the Standard Operating Procedures of responsible divisions.

6.5.11 APPEALS OF PERFORMANCE EVALUATION

Any employee may appeal the performance evaluation received, whether it be quarterly or annual. The appeal procedure will be the same; however, a quarterly evaluation can only be appealed to the next level of supervision above the evaluating supervisor. Once a decision is rendered and all documentation filed, the decision will stand. The affected employee will have the option to revisit the issue during the annual appraisal. The employee will have five business days from the time of the evaluation conference in which to appeal. Appeals must be in writing, in memorandum form, and must state the specific grounds or reasons for the appeal. Appeals will be delivered to the supervisor conducting the performance evaluation for forwarding through the chain of command. Any such appeal will be handled through the chain of command to the Chief of Police, who is the final authority in performance evaluation matters.

Within the Department, supervisory personnel to whom an appeal is directed have five business days from the time the appeal is entered into the chain of command to respond to the appeal of the employee.

Business days are defined as Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding Saturday, Sunday, and recognized City Holidays.

TITLE: PROMOTION OF SWORN PERSONNEL	NUMBER 6.6
EFFECTIVE DATE: 7-8-09	PAGE 1 OF 7
REVISION HISTORY: (Adopted 09-01-94) R11/7-8-09	

6.6.1 POLICY STATEMENT

It is the policy of the Greensboro Police Department to identify, evaluate, select and promote qualified candidates to increased levels of responsibility within the agency. The following promotional process is designed to ensure fairness and consistency in the selection of sworn employees for promotion.

This promotional procedure has been developed and will be administered by a Promotional Board. The Promotional Board shall consist of the following individuals who will administer the promotional process as directed by the Chief of Police:

- Commanding Officer, Management Bureau
- Commanding Officer, Training Division
- Commanding Officer, Resource Management Division
- Commanding Officer, Patrol or other Operational Division (As determined by the Chief of Police]
- Any other member deemed necessary by the Chief of Police

All promotions within the Greensboro Police Department shall be made at the direction of the Chief of Police.

Promotion to Police Officer II, Senior and Master Police Officer are considered non-supervisory classifications for promotional purposes. Promotion to Corporal, Sergeant, Lieutenant, Captain and Major are considered supervisory ranks for promotional purposes. Personnel in the supervisory ranks are not eligible to participate in the promotional process for the non-supervisory classifications.

The promotional process will be reviewed at least annually and revised as necessary.

All affected personnel are responsible for ensuring the security of test materials and the integrity of the testing process.

6.6.2 PROMOTIONAL PROCESS

The eligibility requirements and processes used for advancement within the Greensboro Police Department are specific to the position being sought. The eligibility requirements may include total years of sworn law enforcement service, or years of service at a specific grade or rank. The process used may include some, or all, of the following:

- A written examination. The written examination may, or may not have a specific numerical cut-off score. Written examinations for the ranks of Corporal, Sergeant, and Lieutenant will be based on a job analysis of the positions and will be administered by the Promotional Board.

The date of the written examinations for the rank of Corporal, Sergeant and Lieutenant will occur bi-annually between July 1st and July 15th. Candidates will be provided with a brief description of the components of the written exam and a listing of study materials.

TITLE: PROMOTION OF SWORN PERSONNEL	NUMBER 6.6
	PAGE 2 OF 7

Each candidate will be provided a form on which they will indicate their intention to participate in the written examination process. To establish candidate eligibility, this form must be returned to the Commanding Officer of the Training Division by the established deadline for the examination.

Failure to appear at the appointed time and location for the written exam may result in a candidate being disqualified from the promotional process. The Promotional Board will review any request for the written exam to be administered off-site and will make recommendations to the Chief of Police.

- An Interactive Assessment Exercise. The Interactive Assessment Exercise may consist of an oral component involving role-playing, or other situational, interactive exercises. Completion of the Interactive Assessment Exercise will result in a numerical score.
- A Promotional Potential Evaluation. A Promotional Potential Evaluation will be completed, when appropriate, in a manner consistent with the provisions of Departmental Directive 6.7, Section 6.7.2.
- Added points. Certain positions allow for points to be added to a candidate's final score based upon the candidate's years of service either generally, and/or at a specific rank. General service points are credited yearly on the employee's anniversary date. Points for specific supervisory experience are credited yearly on the date of promotion to the specific rank.

POLICE OFFICER II, SENIOR AND MASTER POLICE OFFICER

For advancement to the classification of **Police Officer II**, candidates must have accomplished the following:

- Complete a total of three years service, beginning as a Police Officer Trainee through the classification of Police Officer I during the calendar year the exam is offered,
- have received a "meeting expectations" or better on the last two annual performance evaluations, and
- achieve a minimum score of **70** on the Police Officer II Written Examination

A Police Officer II candidate may test during the calendar year of their three year anniversary. The promotion will become effective on the candidate's anniversary date.

For advancement to the classification of **Senior Police Officer**, candidates must have accomplished the following:

- Complete a total of ten years full-time employment beginning as a Police Officer Trainee during the calendar year the exam is offered.
- have received a "meeting expectations" or better on the last two annual performance evaluations, and
- achieve a minimum score of **70** on the Senior Police Officer Written Examination.

A Senior Police Officer candidate may test during the calendar year of their ten year anniversary. The promotion will become effective on the candidate's anniversary date.

TITLE: PROMOTION OF SWORN PERSONNEL	NUMBER 6.6
	PAGE 3 OF 7

For advancement to the classification of **Master Police Officer**, candidates must have accomplished the following:

- Complete a total of twenty years full-time employment beginning as a Police Officer Trainee, during the calendar year the exam is offered.
- have received a “meeting expectations” or better on the last two annual performance evaluations,
- achieve a minimum score of **70** on the Master Police Officer Written Examination.

A Master Police Officer candidate may test during the calendar year of their twenty year anniversary. The promotion will become effective on the candidate’s anniversary date.

Lateral Officer Exceptions: Following their release from probationary status; officers hired under the Lateral Officer Program will be credited with 2 years of service as a sworn law enforcement officer toward future classification/promotion requirements. All other qualification requirements apply.

The Training Division will administer Senior/Master Police Officer Examination sessions annually during the period of January 1st through January 15th.

CORPORAL

Eligibility: To be eligible for promotion to the rank of Corporal, a Police Officer II, Senior or Master Officer must have accomplished the following:

- Completed a minimum of two years full-time employment as a Police Officer II; and
- have received a “meeting expectations” or better on the last two annual performance evaluations; and
- achieve a score placing the candidate within the top thirty (30) tested candidates on the Corporal’s written exam, including ties.

Process: All officers participating in the promotional process for Corporal will complete a written examination. Candidates will have one quarter (1/4) point added to their final examination score for every year of applicable law enforcement experience. The top 30 candidates plus ties will be placed on the eligibility list in ranked order based on their final scores. Promotions to Corporal will be made by the Chief of Police using a “Rule of Ten.”

The “Rule of Ten” means that the Chief of Police will make the first ten promotions to Corporal from the first ten candidates on the list and will not select candidates from below the first ten until all the first ten have been promoted. Then the eligibility list will drop to the second ten. Within the rule of ten the promotions are not required to be made in numerical order. The eligibility list will remain in effect until the next test.

Promotional Potential Evaluations: Promotional Potential Evaluations will be completed by the candidate’s immediate supervisor, and served for each candidate qualifying for the Corporal’s promotional eligibility list in accordance with Departmental Directive 6.7.

TITLE: PROMOTION OF SWORN PERSONNEL	NUMBER 6.6
	PAGE 4 OF 7

SERGEANT

Eligibility: To be eligible for promotion to the rank of Sergeant, a Corporal must have accomplished the following:

- Completed a minimum of two consecutive years of service at the rank of Corporal; and
- have received a “meeting expectations” or better on the last two annual performance evaluations; and
- achieve a score placing the candidate within the top thirty (30) tested candidates on the Sergeant’s written exam, including ties.

Process: All officers participating in the promotional process for Sergeant will complete a written examination. The top 30 candidates plus ties will be placed on an eligibility list to go to an Interactive Assessment Exercise. The Interactive Assessment Exercise may consist of an oral component involving role-playing, or other situational, interactive exercises. Candidates will be given a numerical score for the Interactive Assessment Exercise and that number will be averaged with the written score for a final score. Candidates will receive one quarter (1/4) point added to their final score for every year of law enforcement experience and an additional one quarter point for every year as a Corporal at the Greensboro Police Department. A final list will be established in rank order based on these final scores including added points. Promotion to Sergeant will be made by the Chief of Police using a “Rule of Ten.”

The “Rule of Ten” means that the Chief of Police will make the first ten promotions to Sergeant from the first ten candidates on the list and will not select candidates from below the first ten until all the first ten have been promoted. Then the eligibility list will drop to the second ten. Within the rule of ten the promotions are not required to be made in numerical order. The eligibility list will remain in effect until the next test.

Promotional Potential Evaluations: Promotional Potential Evaluations will be completed by the candidate’s immediate supervisor, and served for each candidate qualifying for the Sergeant’s promotional eligibility list in accordance with Departmental Directive 6.7.

LIEUTENANT

Eligibility: To be eligible for promotion to the rank of Lieutenant, a Sergeant must have accomplished the following:

- Completed a minimum of two years service at the rank of Sergeant prior to the testing date; and
- have received a “meeting expectations” or better on the last two annual performance evaluations; and
- achieve a score placing the candidate within the top twenty (20) tested candidates on the Lieutenant’s written exam, including ties.

Process: All Sergeants participating in the promotional process for Lieutenant will complete a written examination. The top 20 candidates plus ties will be placed on an eligibility list to go to an Interactive Assessment Exercise. The Interactive Assessment Exercise may consist of an oral component involving role-playing, or other situational, interactive exercises. Candidates will be given a numerical score for the interactive exercise and that number will be averaged with the written score for a final score. Candidates will receive one quarter (1/4) point added to their final score for every year of law enforcement experience and an additional one quarter point for every year as a Sergeant at the Greensboro Police Department. A final list will be established in rank order based on these final scores including added points. Promotion to Lieutenant will be made by the Chief of Police using a “Rule of Five.”

The “Rule of Five” means that the Chief of Police will make the first five promotions to Lieutenant from the first five candidates on the list and will not select candidates from below the first five until all the first five have been promoted. Then the eligibility list will drop to the second five. Within the rule of five the promotions are not required to be made in numerical order. The eligibility list will remain in effect until the next test.

Promotional Potential Evaluations: Promotional Potential Evaluations will be completed by the candidate’s immediate supervisor, and served for each candidate qualifying for the Lieutenant’s promotional eligibility list in accordance with Departmental Directive 6.7.

CAPTAIN

Eligibility: To be eligible for promotion to the rank of Captain, a Lieutenant must have accomplished the following:

- Completed a minimum of two years service at the rank of Lieutenant prior to the Assessment date; and
- has competed in the promotional process as outlined for the rank of Captain and achieved the required eligibility status for the position applied.

Process: All Lieutenants participating in the promotional process for Captain will be sent to an Interactive Assessment Exercise. The Interactive Assessment Exercise may consist of an oral component involving role-playing, or other situational, interactive exercises. Candidates will be given a numerical score for the interactive exercise. Candidates will receive one quarter (1/4) point added to their final score for every year of law enforcement experience and an additional one quarter point for every year as a Lieutenant at the Greensboro Police Department. A final list will be established in ranked order based on these final scores including added points. Promotion to Captain will be made by the Chief of Police using a “Rule of Five.”

The “Rule of Five” means that the Chief of Police will make the first five promotions to Captain from the first five candidates on the list and will not select candidates from below the first five until all the first five have been promoted. Then the eligibility list will drop to the second five. Within the rule of five, the promotions are not required to be made in numerical order. The eligibility list will remain in effect until the next assessment.

Promotional Potential Evaluations: Promotional Potential Evaluations will be completed by the candidate’s immediate supervisor, and served for each candidate qualifying for the Captain’s promotional eligibility list in accordance with Departmental Directive 6.7.

TITLE: PROMOTION OF SWORN PERSONNEL	NUMBER 6.6
	PAGE 6 OF 7

MAJOR

Eligibility: To be eligible for promotion to the rank of Major, a Captain must have accomplished the following:

- Completed a minimum of two years service at the rank of Captain prior to the Assessment date; and
- has competed in the promotional process as outlined for the rank of Major and achieved the required eligibility status for the position applied.

Process: All Captains participating in the promotional process for the rank of Major will be sent to an Interactive Assessment Exercise. The Interactive Assessment Exercise may consist of an oral component involving role-playing, or other situational, interactive exercises. The assessors will provide the Chief of Police with candidate ratings indicating strengths and weaknesses. Promotion to Major will be made by the Chief of Police. The promotional process for Major will be conducted as needed.

Promotional Potential Evaluations: Promotional Potential Evaluations will be completed by the candidate's immediate supervisor, and served for each candidate qualifying for the Major's promotional eligibility list in accordance with Departmental Directive 6.7.

6.6.3 REVIEW AND APPEAL PROCESS

Review of Testing Materials: At the conclusion of each phase in the promotional process, each participant will receive a tally sheet that includes the numerical results of the Written and Interactive Assessment Exercise, if applicable.

After the results of the written test scores have been issued to the candidates, the Training Division will determine a schedule and location for candidates to review their tests. An answer key will be provided but no notes may be taken during this review.

Appeals Process: Candidates have the right to challenge any portion of the promotional process. A Challenge Board will be established for both the Written Examination and the Interactive Assessment Exercise. These Boards, consisting of command staff, will be established by the Commanding Officer of the Training Division and approved by the Chief of Police. Appeals to the Challenge Board must be made in writing using appropriate forms provided by the Training Division.

Appeals shall relate directly to the content of the examination question or Interactive Assessment Exercise. These may include but are not limited to, content or validity of the question or the current relationship of the question to departmental practice as provided for by Departmental Directive(s). Appeals will be resolved prior to any promotions being made.

Appeals of broader issues concerning the overall promotional process are considered grievances and must be made in accordance with Departmental Directive, 3.9, Grievance Procedures.

Retesting may be ordered at the discretion of the Chief of Police.

6.6.4 MILITARY EXCEPTION TO PROMOTION REQUIREMENT

Candidates currently on a Promotional Eligibility List, who are called to active military service for at least 180 days **or** return within 90 days or less of the written test date in which they must participate, will have their eligibility status “frozen” in place for the duration of their current eligibility. They will, however, have to participate in future promotional testing to be eligible for promotional consideration.

6.6.5 REFUSAL OF PROMOTIONAL APPOINTMENT

Any eligible candidate may decline a promotion from the Chief of Police at any time. There may be extenuating circumstances including, but not limited to, both personal and professional which would preclude an officer from accepting a promotion. In a case where a candidate is offered promotion, and they refuse, they will be placed at the bottom of their promotional list where they will remain until the next testing process for their respective rank.

A refusal of a promotional appointment will also be considered a salary increase refusal, and therefore subject to the conditions of City Personnel Policy D-16, “Salary Increase Refusal”. The candidate’s immediate supervisor is responsible for ensuring the steps outlined in this City Policy are followed.

6.6.6 CANDIDATES UNDER ACTIVE DISCIPLINE

The Chief of Police has the discretion to eliminate from promotional consideration any candidate who is currently under active discipline, until such discipline has expired.

6.6.7 PROBATIONARY PERIOD

Personnel promoted under this promotional process will serve a probationary period of one year at their promoted rank. At the end of this one year period, the officer’s immediate supervisor will prepare a memorandum indicating successful or unsuccessful completion of the probationary period. This form will be forwarded to the Chief of Police, through channels, for appropriate action.

6.6.8 DEMOTION

Candidates demoted at the conclusion of a disciplinary process may be reduced to any lesser rank or classification at the discretion of the Chief of Police. Candidates who have been reduced in rank or classification are eligible to test for the next successively higher rank or classification one calendar year from the date of demotion if all other eligibility requirements outlined herein are met.

TITLE: PROMOTIONAL POTENTIAL EVALUATION	NUMBER 6.7
EFFECTIVE DATE: 09-21-09	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R2/09-21-09	

6.7.1 GENERAL CONSIDERATIONS

Unlike most types of performance evaluations which record only past behavior, a promotional potential evaluation attempts to project a candidate's potential for future performance. This assessment of future performance potential is based on a projection of past performance in related areas. The Resource Management Division will develop the forms to be used for promotional potential evaluations and coordinate the evaluation process.

6.7.2 PROCEDURES

Promotional potential evaluations will be prepared for each candidate qualifying for the promotional eligibility list for Corporal, Sergeant, Lieutenant, and Captain.

Each candidate will be evaluated by the supervisor who served as the candidate's immediate supervisor for at least 90 days during the prior year.

Promotional potential evaluations must be discussed with the candidate and may be appealed to the next higher supervisor within five business days (as defined in Directive 7.3) of the discussion. The completed and served promotional potential evaluation will be forwarded to the Resource Management Division and will be maintained in the candidates personnel file.

TITLE: PROMOTION OF NON-SWORN PERSONNEL	NUMBER 6.8
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R7/08-16-04	

The purpose of this directive is to establish the procedures to be used in the promotion of non-sworn personnel. Areas included are the professional and legal requirements as well as the administrative practices and procedures of the promotional process.

The vitality of the Department is maintained through the selection and promotion of qualified personnel to positions of increased responsibility. It is the policy of the Department to establish standards specifying conditions for the evaluation and selection of candidates for promotion and advancing of those candidates qualified. The promotional process is designed to ensure fairness, with minimum adverse impact, in the selection of employees for promotion.

6.8.1 NONCOMPETITIVE PROMOTIONS REQUIREMENTS

Records Specialist II - For advancement to this position, the candidate must have completed two years of service as a Records Specialist I and satisfactorily completed all certification and training currently required for the position.

Senior Crime Scene Investigator - For advancement to this position, the candidate must have completed a minimum of one year of service as a Crime Scene Investigator and must have obtained International Association for Identification certification as a Crime Scene Investigator (or its equivalent).

6.8.2 COMPETITIVE PROMOTION REQUIREMENTS

For promotion to one of the following positions, the candidate normally must have completed a minimum of two years service in the type work group to be supervised, and must possess any certifications required of the positions supervised:

- Any nonsworn "Lead" position
- Police Records Supervisor
- Comparable Positions

For promotion to one of the following positions, the candidate normally must have completed a minimum of two years service in the type work group (or a comparable work group) to be supervised, and must possess any certifications required of the positions supervised (or obtain the certifications within six months of promotion):

- Forensic Team Supervisor
- Crime Scene Investigator Supervisor
- Police Evidence Supervisor

TITLE: PROMOTION OF NONSWORN PERSONNEL	NUMBER 6.8
EFFECTIVE DATE: 08-16-04	PAGE 2 OF 3

- CASE Processing Supervisor
- WOC/TRU Supervisor
- Comparable Positions

For promotion to one of the following positions, the candidate normally must have completed three years in a supervisory or administrative capacity:

- Police Records Administrator
- Director of Forensic Services
- Division of Information and Technology Operations Manager

6.8.3 PROCEDURES COMMON TO ALL COMPETITIVE NONSWORN SUPERVISORY PROMOTIONS

When a nonsworn supervisory vacancy occurs, the affected Division Commander/Director will advertise the position and the desired qualifications through the Division of Resource Management.

Personnel seeking promotion to a nonsworn supervisory position will submit a memo and personal resume to the Division of Resource Management. In the event applications are accepted from outside the City workforce, normal procedures of the City Human Resources Department will apply.

An oral interview/recommendation board, consisting of the affected Division Commander/Director and at least two additional representatives, will interview each candidate and compile a prioritized promotional eligibility list. In compiling the list, the board will consider the results of the interview, a review of the candidate's resume, recommendations from past supervisors, the candidate's active disciplinary record, and the candidate's last two annual performance evaluations. This list will be submitted to the Chief of Police for final selection.

Upon completion of any nonsworn promotion process, the affected Division Commander/Director will compile a package including pertinent documents utilized in the process (i.e.: copy of the advertisement, composition of the board, interview questions, etc.) and submit the package to the Division of Resource Management for file.

TITLE: PROMOTION OF NONSWORN PERSONNEL	NUMBER 6.8
EFFECTIVE DATE: 08-16-04	PAGE 3 OF 3

6.8.4 OTHER PROMOTIONAL PROVISIONS

The Chief of Police may approve alternate requirements or processes for promotion to the positions addressed in this directive.

Promotions made under the provisions of this directive will be announced by a Personnel Order from the Chief of Police.

Personnel promoted under the provisions of this Directive will serve a promotional probationary period of six months.

TITLE: SPECIALIZED ASSIGNMENTS	NUMBER 6.9
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 08-14-02)R1/08-16-04	

6.9.1 GENERAL POLICY

The Greensboro Police Department will utilize specialized assignments to complete specific tasks and fulfill certain objectives requiring specialized and/or additional skills, knowledge, and abilities.

6.9.2 SPECIALIZED ASSIGNMENTS DEFINED

The Department defines a specialized assignment as an assignment that may be characterized by increased levels of responsibility and/or specialized training.

In conjunction with the annual budget process, the Division of Resource Management, Fiscal Management Section will prepare and distribute to the Department an annual listing of specialized assignments.

6.9.3 NOTIFICATION OF SPECIALIZED ASSIGNMENT OPENINGS

Specialized assignment openings will be advertised within the Department by the Division of Resource Management by means of written memorandum and/or email.

6.9.4 SELECTION FOR SPECIALIZED ASSIGNMENTS

Selection for specialized assignments will be based upon the skills, knowledge, and abilities required for the position. Criteria used in the selection for these positions may include but are not limited to formal education, experience, and any specialized skills as determined by the unit requesting a specialized assignment.

6.9.5 ANNUAL REVIEW OF SPECIALIZED ASSIGNMENTS

Specialized assignments will be evaluated annually by the Staff Inspections Unit.

This evaluation will be conducted for the first three (3) years of the position's existence to determine if the position is achieving its intended purpose and if it is in the Department's best interest to continue the assignment. The review will include the following (1) a review of the initial purpose of each assignment, (2) an evaluation of the initial problem that required the implementation of the specialized assignment, (3) whether the original problem still exists and if it does, would the purpose be best met by the continuation of the specialized assignment or by some other existing general assignment.

If after the three (3) year evaluation period, the position is determined to be achieving its intended purpose, it will be removed from the list of specialized assignments and for Departmental purposes, become an established assignment within the Department.

John Doe
123 Smith Street
Small Town, North Carolina 27248
(336) 123-4567

Greensboro Police Department Information

Joined Department, 1983
Promoted to Sergeant, 1988
Promoted to Lieutenant, 1991
Promoted to Captain, 1993

Past Assignments:

Patrol Officer, District III and IV
Patrol Sergeant, District I
Administrative Sergeant, Staff Inspections Section
Executive Officer, Criminal Investigations Division
Administrative Assistant to Chief of Police
Commanding Officer, Administrative Services Division

Current Assignment:

Commanding Officer, Administrative Services Division
Immediate Supervisor-Assistant Chief-Bob Smith

Team Leader of the Greensboro Police Department Honor Guard Team since 1989

Departmental Training:

(Under this section, list only those schools that might apply to the particular position applied for.)

Educational Information

Graduate, Appalachian State University, Boone, North Carolina, 1982, with a Bachelor of Science Degree, Criminal Justice

Graduate, Watauga High School, Watauga County, North Carolina, 1978

Miscellaneous Information

Graduate of Administrative Officers Course, Southern Police Institute, University of Louisville, Kentucky, 1992

Purple Heart, 1990

Graduate of FBI Academy Police Law Specialists Course, 1985

Member, City of Greensboro Safety and Accident Review Board

Certified police instructor through the North Carolina Criminal Justice Training and Standards Commission



Chapter 7



TITLE: ALLEGATIONS OF EMPLOYEE MISCONDUCT	NUMBER 7.1
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 6
REVISION HISTORY: (Adopted 09-01-94) R5/05-01-08	

7.1.1 GENERAL

The purpose of this directive is to establish a procedure for correcting employee misconduct in a uniform manner; to provide citizens with a fair and effective avenue for redress of their legitimate complaints against Department employees; to protect all employees from false charges; and to ensure that accused employees are treated properly and uniformly. Its also requires an appropriate investigation of all allegations of misconduct, including anonymous allegations and third party allegations, whether received from a citizen or another employee of the Department.

It will also be the policy of the Department to address citizen inquiries concerning Department regulations, procedures and policies; actions taken by the Department members in the performance of their duties, and other issues which involve the Department and its members. In addition, the Department conducts administrative investigations into certain incidents due to the sensitivity and/or magnitude of the incident, even when an allegation of misconduct has not been received. Adherence to these policies will help to perpetuate a positive image and help ensure the integrity of the Department while protecting the rights and interests of private citizens and Department members.

7.1.2 POLICY

The goal of the Greensboro Police Department is to maintain professional standards of conduct for the employees while remaining responsive to the citizens of Greensboro.

It is essential that public confidence be maintained in the ability of the Department to investigate and properly adjudicate complaints against employees. The Department has a responsibility to seek out and discipline those, whose conduct is illegal, discredits the Department, or impairs effective operations. Rights of the employee and the public must be preserved, and any investigation or hearing arising from a complaint will be conducted in an open and fair manner with truth as its primary objective. The Department will investigate all complaints against employees to a final disposition.

7.1.3 PROCESSING PROCEDURES

Upon receipt of information constituting an allegation of employee misconduct against a member of the Department, an Allegation of Employee Misconduct Form will be completed by the end of that duty day and distributed as follows:

- Original - Member's Division Commanding Officer/Director.
- Copy - Member's Bureau Commander.
- Copy - Internal Affairs Section.

As an exception to the normal processing procedure as outlined above, allegations of any of the following will be referred directly to the Internal Affairs Section:

TITLE: ALLEGATIONS OF EMPLOYEE MISCONDUCT	NUMBER 7.1
	PAGE 2 OF 6

- Use of force involving serious injury
- Violation of criminal law.
- Conduct involving moral turpitude.
- Allegations, which involve officers, assigned to more than one bureau.
- Complaints that require extensive investigation and/or out-of-town travel.
- Complaints of sexual harassment.

The Commanding Officer of the Professional Standards Division shall determine when one of the above exceptions exists and the investigation is to be conducted by the Internal Affairs Section.

The Commanding Officer of the Professional Standards Division will notify the Chief of Police of any complaint being investigated by the Internal Affairs Section.

If the allegation involves a possible violation of criminal law the Criminal Investigations Division will conduct a criminal investigation prior to any administrative investigation.

Employees of the Department who are contacted by any citizen for the purpose of filing an Allegation of Employee Misconduct against Departmental employees will follow one of these options:

- Refer the matter to the accused member's supervisor, if on duty. This action will permit the complainant to be interviewed and appropriate action taken or initiated.
- Refer the citizen to the Internal Affairs Section, if during normal business hours.
- Receive the information directly from the complainant and follow the procedures contained in this section.
- Refer the complaint to a supervisor. The supervisor will follow the procedures contained in this section, with a notation of any investigative action taken in the matter.

7.1.4 INVESTIGATIVE PROCEDURES

Division Commanding Officers/Directors are responsible for ensuring that appropriate and thorough investigations of all allegations of employee misconduct are conducted. The investigative process will be handled on the basis of determining if the allegation constitutes misconduct on the part of the employee.

Commanding Officers/Directors are responsible for maintaining the confidentiality of all internal investigations under their control.

Allegations of Employee Misconduct will be classified in one of the following ways.

TITLE: ALLEGATIONS OF EMPLOYEE MISCONDUCT	NUMBER 7.1
	PAGE 3 OF 6

- Inquiry.
- Complaint investigation.

Inquiry:

If the “ALLEGATIONS” do not constitute employee misconduct, (which would consist of any violation of Departmental Directives, Rules or Standard Operating Procedures), the matter should be classified and handled as an Inquiry.

The following dispositions would be appropriate:

- The matter is resolved during the interview with the citizen. No further investigation is required.
- The allegation involves a matter that should be resolved during a judicial process in a court of law.
- No further investigation/action is required.

Complaint Investigation:

If the “ALLEGATIONS”, constitute employee misconduct, (which would consist of any violation of Departmental Directives, Rules or Standard Operating Procedures), the matter should be classified and handled as a Complaint Investigation.

The complaint disposition will be classified as follows:

- Unfounded – the allegation is false or there is insufficient evidence to support the allegation.
- Not Sustained – There is insufficient evidence to either prove or disprove the allegation.
- Exonerated – the incident complained of occurred but was lawful and proper.
- Sustained – the allegation is supported by sufficient evidence to indicate that the allegation is true.

Sustained complaints may be appropriately handled as performance matters or in accordance with the procedures set forth in the Disciplinary Procedures Directive.

Once the complaint is resolved, the responsible Division Commanding Officer/Director will ensure that notification of the findings is mailed to the complainant. A copy of the letter will be attached to the Allegation of Employee Misconduct Form when forwarded through the chain of command. A memorandum containing the findings of the investigation will be directed to the employee involved in the complaint. A copy of the memorandum will be attached to the completed investigation.

If the complaint is of a nature that requires the investigation to be conducted by the Internal Affairs Section, the accused members Division Commanding Officer/Director and Bureau Commander will be notified unless circumstances make it inappropriate to do so as determined by the Chief of Police or his designee.

TITLE: ALLEGATIONS OF EMPLOYEE MISCONDUCT	NUMBER 7.1
	PAGE 4 OF 6

The assigned Division Commanding Officer/Director will ensure, if possible, that the complainant is contacted, in writing, within three business days acknowledging receipt of the complaint. The written notification should contain a description of the investigative process.

If prompt action is necessary and action is delayed due to work schedules, the responsible Bureau Commander may reassign the matter for investigation purposes.

As a general rule, all complaint and administrative investigations will be completed within ten working days and submitted, through the chain of command, to the Internal Affairs Section with a recommendation for discipline or disciplinary action taken, if appropriate. If necessary, an extension of time for completing the investigation may be granted by the responsible Division Commanding Officer/Director or Bureau Commander. When an extension of time is granted, the responsible Division Commanding Officer/Director shall notify the Internal Affairs Section in writing.

Once the matter is resolved, the responsible Division Commanding Officer/Director will ensure the citizen has proper notification of the findings.

Within ten working days, a copy of the Allegation of Employee Misconduct Form including all attachments will be forwarded through the chain of command to the Internal Affairs Section. The responsible Division Commanding Officer/Director will ensure the appropriate disposition block has been checked, noting any comments deemed necessary.

Upon receipt of the form, the Internal Affairs Section will document the following information in the file:

- Name and address of citizen, date received and returned, nature of complaint or inquiry, disposition, and name of the Division Commanding Officer/Director making the disposition.
- The entry will be filed according to the citizen's last name for record purposes should further inquiries arise.
- The Internal Affairs Section will be responsible for preparing disposition entries pertaining to matters investigated by the Section.

If the complaint was initiated due to inappropriate or misleading Departmental policy, procedure, rule or regulation, the investigator will forward a copy of his investigation, along with his recommendations, to the appropriate Bureau Commander, who will determine the need to modify the policy, procedure, rule or regulation, or will determine if there is a need to expand training on the issue.

7.1.5 RESPONSIBILITIES OF THE PROFESSIONAL STANDARDS DIVISION

The Internal Affairs Section is responsible for the investigation or review of all citizen complaint investigations. The Internal Affairs section of the Greensboro Police Department serves as the Department's control agent in all administrative investigations: in recording investigations when received; reviewing completed investigations for thoroughness, objectivity and accuracy, as well as establishing and maintaining a complete case file on each investigation.

In addition, the Section is responsible for conducting administrative investigations at the direction of the Chief of Police. Examples of such incidents include serious injury to a citizen or a police employee during a police action, violations of criminal law, conduct involving moral turpitude and other incidents as determined by the Chief of Police or his designee.

The Chief of Police or his designee may request the assistance of the State Bureau of Investigation or any other law enforcement agency to assist or conduct any investigation as he deems appropriate. Allegations of criminal conduct or other incidents requiring a criminal investigation which occur outside the jurisdiction of the Greensboro Police Department, maybe investigated by the affected law enforcement agency or the State Bureau of Investigation.

Upon approval of the Chief of Police or his designee, certain investigative methods may be used during complaint investigations or other administrative investigations. Examples of these techniques include but are not limited to the following:

- Breathalyzer
- Photographs
- Line-ups
- Financial disclosure forms
- Polygraph examinations

The Chief of Police or his designee may authorize the surveillance, photographing, or filming of employees during complaint investigations.

Additionally the Internal Affairs Section will notify the Chief of Police of any complaint alleging unfair treatment or discrimination which may have a possible effect on the racial and or ethnic relations in the community or when an incident occurs between police and citizens which may create animosity and unrest among racial and/or ethnic groups. The Chief of Police will provide information on such complaints or incidents to the Director of Human Relations Department as soon as possible.

The Internal Affairs Section will be responsible for maintaining accurate records of all complaints against the Department or its members, and providing monthly, as well as annual, statistical summaries based on the records of Internal Affairs investigations for dissemination to the Chief of Police and all bureaus. The annual statistical summaries may be released to the general public and the news media through the office of the Chief of Police.

7.1.6 ALLEGATIONS INVOLVING VIOLATIONS OF CRIMINAL LAW

Some investigations, due to their nature, will be conducted as a criminal investigation prior to or concurrently with an administrative investigation. The Criminal Investigations Division will be responsible for conducting any investigation of allegations against Departmental members that involves a violation of criminal law.

TITLE: ALLEGATIONS OF EMPLOYEE MISCONDUCT	NUMBER 7.1
	PAGE 6 OF 6

7.1.7 COMPLAINTS ARISING FROM OFF-DUTY EMPLOYMENT

Allegations of employee misconduct arising from and reported during a Coliseum event will be assigned to the Event Commander:

- The Event Commander will be responsible for ensuring the matter is processed pursuant to established procedures.
- If the allegation(s) of employee misconduct originates from a Coliseum event but is reported after the event is concluded, the matter will be handled as described in Section 7.1.3.

Allegations of employee misconduct resulting from other off-duty employment will be assigned to the supervisor of the event if reported during the event.

Where no event supervisor is designated or available, allegations of employee misconduct will be assigned to an on-duty supervisor in the geographical area where the event occurred.

If the allegation of employee misconduct is reported after the event or employment is concluded, the complaint will be processed as described above for any complaint.

TITLE: PROCESSING CITIZEN COMPLAINTS	NUMBER 7.2
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R4/05-01-08	

7.2.1 GENERAL

It is the policy of the Greensboro Police Department to investigate all allegations of employee misconduct, whether received from a citizen or an employee of the Department. In addition, the Department conducts administrative investigations into certain incidents due to the sensitivity and/or magnitude of the incident, even when a citizen complaint is not received.

7.2.2 RESPONSIBILITIES OF INTERNAL AFFAIRS SECTION

The Internal Affairs Section is responsible for the investigation or review of all citizen complaint investigations. In addition, the Section is responsible for conducting administrative investigations at the direction of the Chief of Police. Examples of such incidents include call outs of the Special Response Team, serious injury to a citizen or police employee during a police action, and other incidents as determined by the Chief of Police.

Additionally, the Internal Affairs Section will notify the Management Bureau Commander of any complaint alleging unfair treatment or discrimination which may have a possible effect on racial and/or ethnic relations in the community or when an incident occurs between police and citizens which may create animosity and unrest among racial and/or ethnic groups. The Chief of Police will provide information on such complaints or incidents to the Director of the Human Relations Department as soon as possible.

7.2.3 PURPOSES FOR CITIZEN COMPLAINT INVESTIGATION

There are four primary purposes for the Department's policy of investigating citizen complaints against police employees:

- The policy permits our citizens to seek redress of their legitimate grievances against employees when the citizen feels subjected to improper treatment by an employee.
- The policy provides the Chief of Police with an opportunity to monitor employee compliance with Departmental procedures and rules. When violations are established, appropriate discipline, training, and direction may be applied, as necessary, to correct the problem.
- The policy of investigating all citizen complaints helps perpetuate a positive image and helps ensure the integrity of the Department.
- The policy helps protect the rights and interests of private citizens and Departmental employees as well.

7.2.4 INVESTIGATIVE PROCEDURES

The Department's procedure for the investigation of citizen complaints against police employees is outlined in Departmental Directive 7.1. This directive also sets forth the administrative responsibilities of the Internal Affairs Section regarding complaints.

TITLE: PROCESSING CITIZEN COMPLAINTS	NUMBER 7.2
	PAGE 2 OF 2

The Commanding Officer of the Professional Standards Division shall be responsible for the approval of certain investigative methods, referenced herein, which may be used during complaint or other administrative investigations. Employees may be compelled to submit to the following for administrative purposes only.

Examples of conditions in which breathalyzer, medical laboratory, or other diagnostic tests may be performed include, but are not limited to the following; serious motor vehicle accidents, police involved shooting, evidence of the use of alcohol, etc.

Examples of conditions in which photographs of the employee may be taken include, but are not limited to the following; initial employment purposes and photo line-ups associated with administrative investigations.

Examples of conditions in which an employee may be directed to participate in a line-up include, but are not limited to the following; for identification purposes by a complainant during an administrative investigation, etc.

Examples of conditions in which an employee may be required to submit financial statements, telephone records, or handwriting samples include, but are not limited to the following; an administrative investigation of bribery or fraud.

Examples of conditions in which a polygraph examination may be performed include, but are not limited to the following; the examination is to be used as an aid in determining the credibility of statements made during an administrative investigation as authorized by the Chief of Police, etc.

The surveillance, photographing, or filming of employees may be utilized when relevant to the furtherance of an administrative investigation.

The Chief of Police shall retain authority to authorize or supersede any administrative investigative procedure.

TITLE: DISCIPLINARY PROCEDURES	NUMBER 7.3
EFFECTIVE DATE: 10/29/2003	PAGE 1 OF 6
REVISION HISTORY: (Adopted 09-01-94)R3/10/29/2003	

7.3.1 GENERAL

The purpose of this directive is to establish the procedures to be used and the disciplinary steps to be taken for violation of Departmental Rules, Directives, Special Orders, and Standard Operating Procedures, and for misconduct. Also included are the rights of the accused employee and the appeal procedure for disciplinary actions.

The maintenance of effective discipline is essential in order for the Department to effectively control its performance and satisfactorily achieve its objectives. True discipline is achieved through a high degree of training and good morale.

It is the responsibility of all Departmental employees to conform to Departmental Rules, Directives, Special Orders, and Standard Operating Procedures. It is the supervisors' duty to ensure that those personnel subordinate to them conform to the Department's guidelines. This is best accomplished by supervisors setting a positive example for their subordinates. In those cases where the Department's guidelines are violated, there must be a uniform system of discipline.

7.3.2 PERSONNEL SUBJECT TO DISCIPLINE

All employees of the Department, both sworn and nonsworn, are subject to discipline under the provisions of this directive. Any member who violates the oath of office or trust, the laws of the United States, the State of North Carolina, or the City of Greensboro, or who violates any provision of Department Rules, Directives, Special Orders, Standard Operating Procedures, or who disobeys the lawful order of a supervisor, or who is incompetent in the performance of duties, is subject to disciplinary action.

7.3.3 POSSIBLE PENALTIES

Subject to the City of Greensboro Personnel Manual and, when necessary, the approval of the City Manager, the following penalties may be imposed against a member of the Department for disciplinary purposes:

- First-level reprimand
- Division reprimand
- Bureau reprimand
- Departmental reprimand
- Suspension from duty (any recommendation made, will cite the duration of suspension in hours)
- Demotion in rank or reduction in pay
- Dismissal from the Department

It may be determined that while an incident may have resulted in an infraction of controlling regulations, the infraction is not severe enough to rise to the level of first-level reprimand. In such a case, an appropriate alternative to disciplinary action may be counseling or retraining, either of which should be directed toward improving employee performance through positive and constructive means.

TITLE: DISCIPLINARY PROCEDURES	NUMBER 7.3
	PAGE 2 OF 6

When used as such, counseling or retraining is not considered formal discipline and that fact should be made clear in any formal documentation prepared relative to the incident. Written records of the counseling or retraining must be maintained, however, either as a part of the formal documentation or as performance notes.

Nothing in this directive prohibits the use of counseling or retraining in combination with the formal disciplinary penalties identified in this section, nor in matters not directly associated with infractions of regulations.

If an investigation of member misconduct results in dismissal from the Department, the following information will be made available to the employee:

- Reason for dismissal.
- Effective date of dismissal.
- Status of fringe and retirement benefits after dismissal.
- Content of the member's employment record relating to the dismissal.

A specific reason for dismissal is not required for entry-level probationary employees who are dismissed for failing to meet probationary standards.

7.3.4 LEVEL OF AUTHORITY FOR DISCIPLINE

Final disciplinary authority and responsibility for Departmental members rests with the Chief of Police, subject to the approval of the City Manager. All supervisors are held responsible for any discipline administered at any level below them within their span of authority. Supervisors may exercise the following disciplinary measures with the members under their control:

- First-level supervisors and Executive Officers:
 - Emergency relief from duty
 - Change of duty assignment within their span of supervisory control
 - First-level reprimand
 - Recommend a higher level of discipline
- Division Commanding Officers/Directors:
 - Emergency relief from duty
 - Change of duty assignment within their span of supervisory control
 - First-level reprimand
 - Division reprimand
 - Recommend a higher level of discipline

TITLE: DISCIPLINARY PROCEDURES	NUMBER 7.3
	PAGE 3 OF 6

- Bureau Commanders:
 - Emergency relief from duty
 - Change of duty assignment within their span of supervisory control
 - First-level reprimand
 - Division reprimand
 - Bureau reprimand
 - Recommend a higher level of discipline
- Chief of Police:
 - Emergency relief from duty
 - Change of duty assignment
 - First-level reprimand
 - Division reprimand
 - Bureau reprimand
 - Departmental reprimand
 - Suspension for not more than 160 hours during any twelve-month period
 - Demotion in rank or pay
 - Dismissal from the Department

7.3.5 EMERGENCY ACTION

Whenever improper conduct of a member is observed by any supervisor, it shall be the responsibility of that supervisor to inform the offending member's supervisor for possible disciplinary action.

In cases where the violation is of a serious or emergency nature, the following actions may be taken at the appropriate supervisory level.

A first-level reprimand may be given by any first-level supervisor or above. The supervisor taking such action will notify the disciplined employee's supervisor of the action as soon as possible.

A first-level supervisor or higher may relieve an employee from duty on an emergency basis when in the best interests of the Department. Examples of circumstances in which an employee may be relieved from duty include, but are not limited to the following:

- Evidence of the use of, or impairment due to, the use of drugs or alcohol.
- Failure to comply with lawful orders from a supervisor.
- Emotional instability to the extent that the employee is unable to effectively perform his duties and responsibilities.
- Incidents in which substantial evidence exist involving a serious violation of criminal law.

Such relief from duty will remain in effect until 1000 hours, on the next business day, unless otherwise directed by competent authority. At that time, the relieved employee and the supervisor effecting the relief will report to the office of the Chief of Police. Nonsworn supervisors have authority only over members in their respective sections.

TITLE: DISCIPLINARY PROCEDURES	NUMBER 7.3
	PAGE 4 OF 6

7.3.6 REPORT OF DISCIPLINARY ACTION TAKEN OR RECOMMENDED

Whenever disciplinary action is taken or recommended by a supervisor, a written report of the action will be submitted. This report will be the Statement of Charges and will contain the following information:

- Name, rank, and present assignment of the employee being disciplined.
- Date, time, and location of the violation.
- Section number(s) of the rule or directive violated, or the common name of the infraction.
- A complete statement of the facts of the violation.
- The written signature of the preparing member and the position held in relation to the employee being disciplined.

The Report of Disciplinary Action Taken will be a brief memorandum directed to the employee being disciplined. It will be separate from, but attached to, the Statement of Charges.

The Report of Disciplinary Action Recommended will be a memorandum stating the violation charged, the discipline recommended, and justification for the recommendations. It will be attached to the Statement of Charges and directed to the next level of command.

7.3.7 DISPOSITION, ENDORSEMENT, FORWARDING, AND DISTRIBUTION OF DISCIPLINARY REPORTS

Copies of the Report of Disciplinary Action Recommended or the Report of Disciplinary Action Taken will be attached to the Statement of Charges and will be distributed as listed below. The supervisor imposing or recommending the discipline will be responsible for the distribution. All copies will be retained only in accordance with the regulations set forth in Section 7.3.8 of this Directive.

The Report of Disciplinary Action Recommended will be distributed as follows:

- Original - Forwarded to the next higher level of authority for action.
- Copy - Retained by the supervisor recommending discipline.

The Report of Disciplinary Action Taken will be distributed as follows:

- Original - To the employee being disciplined.
- Copy - To be retained in the disciplined employee's division.
- Copy - To the Bureau Commander through the chain of command, who will then forward it to the Commanding Officer of the Internal Affairs Section. The Internal Affairs Section will ensure that the copies are placed in the appropriate personnel file.

TITLE: DISCIPLINARY PROCEDURES	NUMBER 7.3
	PAGE 5 OF 6

Each level of the chain of command is responsible for disciplinary action taken below their level. Each level of command must review, take any action necessary within their authority, and forward reports bearing on disciplinary matters received. Any change at any level in discipline administered must be recorded in the report and forwarded.

7.3.8 DISPOSITION SCHEDULE

All Reports of Disciplinary Action placed in an employee's personnel file will be disposed of according to the following schedule:

- First-level reprimands will be retained for six months.
- Division-level reprimands will be retained for one year.
- Bureau-level reprimands will be retained for two years.
- Departmental reprimands will be retained for three years.
- Reports of disciplinary actions involving suspension, demotion, reduction in pay, or dismissal will become a permanent part of the employee's file.
- If additional disciplinary reports are received prior to the expiration of a previous report, all reports will remain on file until the expiration date of the final report.

Disciplinary actions will be retained for the designated time periods regardless of the rank of the employee imposing the actions.

7.3.9 GENERAL BOARD OF INQUIRY

Some disciplinary actions may involve the use of a General Board of Inquiry. Refer to Departmental Directive 7.4 for details of this feature of the disciplinary system.

7.3.10 APPEAL OF DISCIPLINARY ACTION

An employee may appeal disciplinary action. Employees will have five (5) business days from the time given the Statement of Charges and Report of Disciplinary Action Taken to indicate, in a written memorandum to his Division Commanding Officer, his intention to appeal the recommended discipline. This memorandum will be delivered to the employee's immediate supervisor and forwarded through the chain of command to the Division Commanding Officer. Upon receipt of an employee's written notice of a pending appeal, the Division Commanding Officer will forward the employee's notice of appeal and the completed administrative investigation to the Internal Affairs Section.

Upon receipt of the employee's notice of appeal and the completed administrative investigation, the Internal Affairs Section will contact the affected employee. The employee will be provided five (5) business days to prepare and submit a formal written appeal in memorandum form, stating the specific grounds or reasons for the appeal. Appeals will be delivered to the supervisor imposing discipline.

TITLE: DISCIPLINARY PROCEDURES	NUMBER 7.3
	PAGE 6 OF 6

The supervisor imposing the discipline will respond, in writing, to the employee within five (5) business days after receiving the employee's formal appeal. If the appeal is not resolved by the supervisor imposing discipline, the employee may submit the appeal to the next level supervisor. Each succeeding level above the supervisor imposing discipline shall respond to the appeal within ten working days. This process may be continued through the chain of command to the Chief of Police except for those matters that may be appealed to the City Manager as governed by City Personnel Policy, H-1, Section 3.4, Right of Appeal. The City Manager will have final authority in those limited City employee personnel matters.

Any Report of Disciplinary Action Taken or Personnel Order informing an employee of discipline imposed will include the following statement in its entirety:

"You are advised of your right to appeal this disciplinary action, as provided by Departmental Directive 7.3.10."

"Employees may appeal the disciplinary action imposed. The member will have five (5) business days from the time given the copy of Report of Disciplinary Action Taken in which to give notice of appeal to the affected Division Commander. After the employee is contacted by Internal Affairs to confirm receipt of the notice of appeal, the employee has five (5) business days to submit the appeal. Appeals must be in writing, in memorandum form, and must state the specific grounds or reasons for the appeal. Appeals will be delivered to the supervisor imposing discipline for forwarding through the chain of command. The process may continue to the level of the Chief of Police, except for those matters that may be appealed to the City Manager as governed by City Personnel Policy, H-1, Section 3.4, Right of Appeal. "

Business days are defined as Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding Saturday, Sunday, and recognized City Holidays.

TITLE: GENERAL BOARD OF INQUIRY	NUMBER 7.4
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-94)R2/05-01-08	

7.4.1 GENERAL

The General Board of Inquiry will serve as an administrative hearing board to the Chief of Police and will have no disciplinary powers. Upon findings of fact, the Board will make recommendations to the Chief of Police for final Departmental administrative action.

The General Board of Inquiry serves as an investigative, as well as adjudicatory function. As such, it is not a court of law and is not bound by strict rules of evidence applicable to a criminal or civil trial. However, the Board recognizes that it must conform to certain standards of due process in order to ensure that it is a fair hearing for all parties.

Toward that end, the Board will allow such evidence as is material to the question before the Board, and such other evidence as the Board determines to be relevant. The examination and cross-examination of witnesses will be conducted at all times without harassment or abuse.

The Chief of Police or his specific designee shall serve as Chairman of the General Board of Inquiry and as its presiding officer. Rulings of the Chairman will determine the order of proceedings and are final.

7.4.2 MATTERS ELIGIBLE FOR GENERAL BOARD OF INQUIRY

Matters subject to hearing and review by the General Board of Inquiry include, but are not limited to, formal charges against members for violations of Departmental rules, Directives, Special Orders, or authorized Standard Operating Procedures.

The General Board of Inquiry will be held for administrative purposes and will hear only those cases in which the discipline recommended involves:

- Suspension
- Reduction in rank or pay.
- Dismissal from the Department.

7.4.3 COMPOSITION OF GENERAL BOARD OF INQUIRY

All hearings will be chaired by the Chief of Police, or a temporary chairman designated by the Chief of Police. The Board will be composed of the following members:

- Board Chairman - The Chief of Police, or his designee.
- Board Members - Three command level officers (captains or above) to serve each time the General Board of Inquiry is convened.

TITLE: GENERAL BOARD OF INQUIRY	NUMBER 7.4
	PAGE 2 OF 4

- One member selected by the accused employee and who is considered by rank and/or classification to be a peer (for purposes of this directive, Police Officer I, Police Officer II, SPO, MPO and Corporal are considered in the same peer classification to be a peer of the accused employee).
- One member who is considered by rank and/or classification to be a peer of the accused employee and who is selected by the Chief of Police.

Other hearing participants who may be present during the testimony phase of the hearing, but who may not be present when the Board deliberates and makes its recommendations to the Board Chairman, are as follows:

- The Department Advocate will be the Commanding Officer of the Professional Standards Division or the Chief of Police's designee.
- The Secretary to the Board, as designated by the Chief of Police.
- Legal Counsel to the Board, as designated by the Chief of Police.
- Legal Counsel to the accused, as designated by the accused employee.
- The accused employee.

The Chief of Police or, in his absence, the Acting Chairman will preside over all Board meetings. If a Board member is involved in the scheduled proceedings, the Chairman will designate a replacement. A full Board of five members and the Chairman or Acting Chairman must be present to hear a case. General Boards of Inquiry may be convened by the Chief of Police or the Acting Chief of Police. All testimony presented to the Board will be recorded by the Secretary to the Board.

It will be a violation of this directive for any member of the Department to refuse or fail to appear before the Board after being directed to do so.

7.4.4 PREHEARING PROCEDURES

Options Memorandum - An Options Memorandum will be prepared by the Professional Standards Division and served on the accused employee. The Options Memorandum requires the accused employee to select one of the following options:

- Plead not guilty to the stated charges and request a Departmental hearing.
- Plead guilty to the stated charges and waive the right to a Departmental hearing, but request an audience with the Chief of Police to discuss the recommended disciplinary action.
- Plead guilty to the stated charges, waive the right to a Departmental hearing and accept the recommended discipline.

TITLE: GENERAL BOARD OF INQUIRY	NUMBER 7.4
	PAGE 3 OF 4

Once served with the Options Memorandum, the accused employee will have five business days to select an option and forward a memorandum to the Chief of Police indicating the option selected.

If the second or third option is selected, the accused employee will sign a Waiver of Hearing Memorandum, prepared by the Professional Standards Division, waiving the right to a Departmental hearing.

In all matters, regardless of the plea, an accused employee has the right of appeal. Such appeal must be in writing, and must conform to the provisions set forth in Departmental Directives.

Selection of the Board of Inquiry - The selection of members to serve on the Board of Inquiry will adhere to procedures as outlined in Section 7.4.3.

Notice of Hearing - If a General Board of Inquiry is deemed appropriate, the Chief of Police will set a hearing date and the Professional Standards Division will prepare a Notice of Hearing and will have it served on the accused employee. The Notice of Hearing will contain the following:

- Date, time and place of the Board of Inquiry.
- The person originating the charges.
- The allegations contained in the Statement of Charges.
- The right of the accused employee to have counsel at the hearing and the right to waive the hearing.
- The right of the accused employee to call witnesses. (The accused employee will present the Chief of Police a list of Department members who will appear for the accused at least three business days prior to the hearing. The Chief of Police, through the Professional Standards Division, will then notify each listed member in order to ensure their appearance on behalf of the accused employee.)
- The accused employee will sign a copy of the Notice of Hearing, signifying only that the accused understands the information contained in it. The signature of the accused will not constitute an admission of guilt to the specific charges.
- Copies of the Notice of Hearing will be distributed as follows:
 - Original - Served on the accused employee and returned to the Chief of Police.
 - Copy - To the accused employee.
 - Copy - To the member originating the charges.
 - Copy - To each Board member.
 - Copy - To the Internal Affairs Section.

7.4.5 HEARING PROCEDURES

The Chairman will convene the Board at the time, date, and place specified in the Notice of Hearing. The Board will adhere to the following procedures.

TITLE: GENERAL BOARD OF INQUIRY	NUMBER 7.4
	PAGE 4 OF 4

If any Board member is unable to attend the hearing, the employee will notify the Chairman at least twenty-four hours in advance. The Chairman will designate a substitute member and notify the accused of the change. Board hearings are for administrative purposes only. Witnesses and testimony will be received by the Board only in the presence of the accused member.

The accused employee has the right to legal counsel during the hearing. He also may have witnesses with relevant information pertaining to the allegations testify at the hearing. The accused employee or legal counsel for the accused member may question any witness who is called to testify.

The accused will be informed of his rights prior to the Board receiving any testimony. The accused employee will have the right to make any statement or offer any testimony so desired, or may refrain from making a statement or testifying.

The Department Advocate will prepare and present the case for the Department. The Advocate may question any witness who is called to testify.

The Chairman and Board members will have the right to question any witness who is called to testify. Witnesses may be recalled, if necessary, to clarify a particular point.

All witnesses will remain in a location designated by the Board Chairman during the hearing. Witnesses will be allowed in the hearing room only during the time their testimony is being presented. Witnesses will be excused only by the Chairman.

The Board will hear the plea of the accused, the accused employee's statement, if any, and the evidence in the case. At the conclusion of the testimony and evidence, the Board will make recommendations to the Chairman. The guilt or innocence of the accused will be determined solely by the Board Chairman.

The Board Chairman will notify the accused employee of the findings by Personnel Order. If the finding is guilty, the Chief of Police will specify the discipline by Personnel Order. The Personnel Order will be distributed as follows:

- Original - To the accused employee.
- Copy - To the originator of the charges.
- Copy - To the accused employee's Bureau Commander.
- Copy - To the accused employee's Division Commanding Officer/Director.
- Copy - To the accused employee's Departmental personnel file.
- Copy - To the Internal Affairs Section.

7.4.6 APPEAL PROCEDURES

Appeals of action resulting from a hearing by the General Board of Inquiry may be made following the provisions of Departmental Directive 7.3.10.

TITLE: PROFESSIONAL STANDARDS PROGRAM	NUMBER 7.5
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 5
REVISION HISTORY: (Adopted 04-01-00)R6/05-01-08	

7.5.1 PURPOSE OF THE PROGRAM

The law enforcement profession and the community demand that members maintain the highest ethical standards and integrity possible. The responsibility of maintaining the integrity and professional standards of the Greensboro Police Department is vested in all members of the Department. An integral strategy in achieving and maintaining these standards will be the continuous development of personal and organizational integrity through the Professional Standards Program. Many actions taken by members of the Department require that an administrative review be conducted to ensure compliance with organizational standards. An essential element of an effective integrity management system is the early identification of conduct, which does not meet these standards.

The purpose of the Professional Standards Program is to provide the Department with a procedure to identify and monitor actions taken by members which require administrative reports and investigations, in addition to behavioral observations, to ensure compliance by members with Departmental Directives and Procedures. The Professional Standards Program offers a non-disciplinary avenue to address problems/ deficiencies (if found), as early as possible, realizing the affected member may not be aware of the problem.

A comprehensive review of member's actions, as necessitated through this program, will ensure that members maintain the highest professional and ethical standards essential to the functioning of the Department. The Professional Standards Program is a method to serve the members of the Department in a proactive manner, assisting them in the maintenance of the high level of conduct and performance, each member, as well as the Department expects. Actions described herein and taken by the Department are intended to be a positive effort to this goal.

The Professional Standards Program is divided into three (3) distinct areas:

- Identification
- Analysis and Review
- Participation and Review

7.5.2 EMPLOYEE IDENTIFICATION PROCESS

The Professional Standards Program employee identification process is dependent upon recognition of program candidates through the following three (3) methods:

- Data Scanning by the Internal Affairs Section: Under this process, employee statistical activity data is reviewed each month for mandatory program analysis referral indicators. Division Commanding Officers/Directors will be notified if an employee under their command has been identified.
- Supervisory Assessment: Any supervisor who identifies negative behavior patterns in an employee should request the Professional Standards Program analysis through the chain of command.
- Chief of Police: At the direction of the Chief of Police, or his designee, an employee can be included in the Professional Standards Program.

7.5.3 BEHAVIORAL ALERT INDICATORS

The following performance data, although not all-inclusive, may indicate a candidate employee for the Professional Standards Program.

- Excessive absenteeism
- A significant reduction in work performance
- Sudden unusual behavior
- Indications of substance abuse
- Supervisory problems, i.e. previous attempts through performance review and discipline have had little, if any, effect on resolving the undesired behavior

7.5.4 MANDATORY PROGRAM REFERRAL

The following are examples, although not all inclusive, which require mandatory referral to the Professional Standards Program for the completion of an Employee Analysis Report:

- Three (3) or more Citizen Complaints/Administrative Investigations within a twelve (12) month period.
- Three (3) or more Citizen Inquiries within a twelve (12) month period.
- Five (5) or more Uses of Force within a twelve (12) month period.
- Three (3) or more Injuries to Prisoners within a twelve (12) month period.
- Three (3) or more Motor Vehicle Accidents within a twelve (12) month period.
- Five (5) or more Police Vehicle Pursuits within a twelve (12) month period.
- Any discernible pattern of repeated similar complaints, regardless of finding, against an employee.
- Sustained complaint of excessive use of force.
- Evidence of substance abuse (i.e. odor of alcohol, sudden change in behavior, etc.).

7.5.5 EMPLOYEE REVIEW

When an employee has been identified through the Employee Identification Process, an Employee Analysis Report will be completed. An Internal Affairs Investigator will be assigned to prepare an Employee Analysis Report of the employee's career history with the Department. Once completed, copies of the report will be forwarded to the affected employee's chain of command and the Commanding Officer of the Resource Management Division. If the identification is determined by supervisory review rather than data analysis, the appropriate supervisor should forward a

TITLE: PROFESSIONAL STANDARDS PROGRAM	NUMBER 7.5
	PAGE 3 OF 5

memorandum to the Commanding Officer of the Professional Standards Division through the affected employee's chain of command that the employee has been identified for review.

The Employee Analysis Report will include a review of numerous factors involved in the employee's total history with the Department. This analysis will include, but will not be limited to:

- Assignments (ascertain if unusual movement has occurred)
- All complaints
- All disciplinary actions
- Motor vehicle accidents
- On-duty injuries
- Commendations
- Supervisor interviews (within the past five (5) years)
- Productivity levels prior to and during the identified problem period
- Performance appraisals
- Use of force synopsis
- Vehicle pursuits
- Absentee history

Upon completion of the analysis report, the Internal Affairs Investigator will forward the report to the Commanding Officer of the Professional Standards Division, who upon receipt, will review the report and within ten (10) business days, will convene a meeting of the following personnel to establish a Professional Standards Program Review Group:

- Bureau Commander of the affected member
- Division Commanding Officer/Director of the affected member
- Division Executive Officer of the affected member
- Commanding Officer, Resource Management Division
- Commanding Officer, Professional Standards Division
- Affected members current supervisor
- Internal Affairs Supervisor/Investigator

[At least four (4) of the seven (7) group members must be present for a quorum]

If the employee's chain of command determines that there is insufficient need to convene a Professional Standards Program Review Group, the employee's Bureau Commanding Officer will be responsible for ensuring a memorandum is prepared and forwarded to the Commanding Officer of the Professional Standards Division documenting this decision. If the Commanding Officer of the Professional Standards Division concurs with this request, the Professional Standards Program Review Group meeting will be cancelled and the memorandum will serve as closure for that review. If the Commanding Officer of the Professional Standards Division and the affected Bureau Commander disagree as to the need of meeting, the decision will be made by the Chief of Police.

In situations in which a Professional Standards Program Review Group is convened, it shall provide input into a Plan of Action to be developed by the affected member's chain of command. The Internal Affairs Section will document the names of the members of the Review Group present for the meeting and their decision.

7.5.6 PLAN OF ACTION

The plan should be flexible to permit modification if necessary. Significant progress may dictate a relaxation of the plan while continued problems may require additional measures be implemented. The Plan of Action, when determined, will be forwarded in writing to the Chief of Police for approval. Upon approval, the plan becomes a direct order from the Chief of Police to the affected member and supervisors in the member's chain of command. The original Plan of Action will then be forwarded to the Internal Affairs Section to be filed.

The Plan of Action will include, but not be limited to:

- A statement advising the member that he/she is assigned to the Professional Standards Program, and that participation in this program is mandatory for a minimum period of six (6) months.
- A synopsis of the behaviors identified that are affecting the performance of the required duties as a member.
- Notice that participation in this program will not mitigate any other disciplinary action resulting from his/her employment (future complaints will be processed as normal). Should further negative action occur during the program, necessary disciplinary action will be taken.
- Specific actions required of the employee, the employee's immediate supervisor, and Division Commanding Officer/Director during the program.

Recommendations stemming from the Plan of Action may include but are not limited to the following:

- Retraining of the member in the affected area of concern or unacceptable behavior.
- Referral to the Department's Psychological Assessment Program.
- Referral to the Peer Support Team.
- Transfer from their present assignment to another division.
- Assignment of a Mentor.

All Plans of Action are in effect for a period of six (6) months from the date of approval by the Chief of Police. The affected employee's immediate supervisor will closely monitor the employee's progress and on at least a monthly basis, the employee and the employee's immediate supervisor will meet to discuss the employee's progress. Following this meeting, the supervisor will prepare a monthly status report regarding the employee's progress, in memorandum format, directed to the Division Commanding Officer/Director. The employee will sign and date the original report to indicate that the information contained in the status report was discussed with him. The employee's signature, however, does not indicate that the employee necessarily agrees with the information contained in the report. A copy of the report will be given to the employee and the original report will be

TITLE: PROFESSIONAL STANDARDS PROGRAM	NUMBER 7.5
	PAGE 5 OF 5

submitted to the Division Commander/Director, who in turn, will forward the report through the chain of command to be filed in the Internal Affairs Section.

At the end of the six (6) month period, the immediate supervisor of the member will complete a final progress report with a final recommendation and forward it through the chain of command to the filed in the Internal Affairs Section. The recommendation may be a declaration of successful completion, extension of the program, referral for additional assistance or any other action deemed necessary by the Review Group.

If the recommendation is a declaration of successful completion of the program and concurred with by the chain of command, no further action is necessary. If the recommendation is not a declaration of successful completion of the program, an assessment meeting will be held with the member, his chain of command, and remaining members of the Professional Standards Program Review Group. The Chief of Police will have the responsibility of reviewing the final progress report and recommendation prepared by the member's immediate supervisor and will make all final decisions.

7.5.7 Annual Program Evaluation

The Commanding Officer of the Professional Standards Division will conduct a documented annual evaluation of the Professional Standards Program on a calendar year basis.



Chapter 8



TITLE: HEALTH AND FITNESS OF DEPARTMENTAL PERSONNEL	NUMBER 8.1
EFFECTIVE DATE: 09-03-2008	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R3/09-03-2008	

8.1.1 DEFINITION OF PHYSICAL FITNESS

Satisfactory physical fitness is defined as the ability to carry out daily tasks effectively and meet task-related emergencies without undue fatigue or injury.

8.1.2 GENERAL HEALTH EXPECTATIONS OF DEPARTMENTAL PERSONNEL

Employees must maintain a satisfactory level of general health and physical fitness so that they can perform their assigned duties efficiently and without personnel shortages caused by excessive sick or injury leave. A satisfactory level of health and fitness must also be maintained for the successful completion of all tasks within the realm of the employee's job assignment.

Each employee should accept as a personal responsibility the duty to maintain a satisfactory level of health and fitness. Employees should recognize that day-to-day activities may not be of sufficient physical intensity to maintain a satisfactory level of health and fitness and should avail themselves of fitness programs beyond their daily environment.

8.1.3 DEPARTMENTALLY FUNDED FITNESS SERVICES

To encourage employees to maintain an acceptable level of fitness, the Department will be responsible for providing certain fitness services at no cost to full-time employees. These services are as follows:

- The agency will provide Fitness Center(s) at or near each Police Facility, accessible to all police employees 24 hours a day.
- An annual physical assessment will be offered to personnel during In-Service Training at no cost to the individual. This assessment will be conducted by properly trained personnel. Additionally, assessors will develop and adhere to medical thresholds established by the City Medical Staff, where members should discontinue the assessment, or be referred to City Medical for additional follow-up, based on assessment data.
- An assessment data sheet (fitness profile) of the physiological makeup of the individual's body fat content, lean body mass, etc., and testing results will be provided to each participant to evaluate physical capabilities including cardiovascular, strength, and flexibility during the annual assessment.
- Development of a fitness improvement program, referral to a physician for medical problems, and other referrals to health professionals will be made where appropriate during assessments.
- A psychological reexamination will be available for each employee every six years. The psychologist under contract with the Police Department will conduct the testing. Personnel desiring this reexamination should make request to the Commanding Officer of the Training Division in memo format.

TITLE: HEALTH AND FITNESS OF DEPARTMENTAL PERSONNEL	NUMBER 8.1
	PAGE 2 OF 2

- A Physical Fitness, Health and Nutrition Trainer will be made available to each employee annually. This trainer will be certified by the North Carolina Criminal Justice and Training Standards Commission as a Physical Fitness Instructor and will assist in the development of fitness planning and programming specific to the employee's needs. Employees desiring this service must make request by memo to the Commanding Officer of the Training Division who will make arrangements for the consultation at no cost to the employee.
- Physical examinations mandated for Departmental purposes will be provided at no cost to affected agency employees. Examples of this include, but are not limited to, physical examinations for special team assignments, health screenings for firearms instructors, and "for-cause" examinations approved by the Chief of Police.

TITLE: EMPLOYEE INJURIES	NUMBER 8.3
EFFECTIVE DATE: 02-04-08	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R5/02-04-08	

8.3.1 INITIAL TREATMENT AND REPORTING

The Greensboro Police Department is committed to providing prompt care for employees who are victims of sudden illness or injury.

8.3.2 EMPLOYEE RESPONSIBILITIES

Step 1			Immediately Report The Incident To Your Supervisor
			Notify your Supervisor as soon as you realize you may have sustained an injury or illness and that you believe the injury/illness is work related.
Step 2			Get Medical Attention Or First Aid
"If"	Type Of Injury/Illness	Actions To Take	
Injury/Illness Is	Non-Life Threatening, But Requires Medical Treatment Beyond First Aid	<u>Report immediately to:</u> <ul style="list-style-type: none"> - Medical Services Center - 401 Patton Avenue - 336-373-2412 & fax 336-373-2587 - Monday - Friday, 7:00 AM to 11:30 AM - 1:00 PM to 4:30 PM. Note: Employees injured between the hours of 11:30 AM to 1:00 PM should go to Urgent Medical Care, 102 Pomona Drive. 	
Injury/Illness Is	Life Threatening	<ul style="list-style-type: none"> - Call 9-1-1(EMS), OR - If you are within two (2) minutes of the nearest hospital "and can be moved safely," go to the NEAREST hospital emergency room for treatment. 	
Injury/Illness Is	After 4:30 PM Weekdays Or During The Weekend	<u>Go immediately to:</u> <ul style="list-style-type: none"> - Urgent Medical Care Center - 102 Pomona Drive (between Spring Garden & W Market St) - 336-299-0000 - Monday - Friday 8:00 AM to 9:00 PM; Saturday & Sunday 8:00 AM to 6:00 PM. 	
Injury/Illness Is	After Hours	<u>Go immediately to:</u> <ul style="list-style-type: none"> - Emergency Room in your area, or - Moses H. Cone Hospital - In either case, advise medical personnel that you were injured on-the-job or are ill as a result of work. 	
Injury/Illness Is	A suspected significant exposure to bloodborne pathogens	<u>Go immediately to:</u> <ul style="list-style-type: none"> - Moses H. Cone or Wesley Long Hospital. - Refer to Directive 8.6 for further specific procedures to follow. 	

TITLE: EMPLOYEE INJURIES	NUMBER 8.3
	PAGE 2 OF 3

All medical treatment (other than minor first aid treatment) that is provided by a physician or medical facility **OTHER** than the City's Medical Services Division, must be reported both to the Resource Management Division and to the Medical Services staff the next business day, either in person or by phone. Should the employee be incapable of reporting his injury/illness, his supervisor is responsible for making the above notifications.

The following information is needed:

- Name of the injured employee.
- Address of the injured employee.
- Age of the employee.
- Number of employee's children.
- Location of accident or incident.
- Date and time of accident.
- Estimated time loss from the job due to this incident or injury.
- Exact extent of the injuries.
- Treatment received; e.g., x-rays, tetanus, etc.
- Attending physician.
- Short summary of the incident that brought about the injury or treatment.

8.3.3 SUPERVISOR'S RESPONSIBILITIES

Ensure the employee receives appropriate and immediate medical attention. For minor injuries, the supervisor may administer first aid at the scene and then transport the employee to the Medical Services Division, 401 Patton Avenue, for an assessment before the employee or supervisor leaves work.

Complete a "Medical Services Authorization Form" for the employee's injury/illness and give it to the Medical Services staff. The nurse will use this information and their assessment of the injury/illness to determine whether the employee needs referral for additional treatment. Copies of the "Medical Services Authorization Form" can be obtained from the Medical Services Division.

Complete an investigation of the injury/illness utilizing the "Supervisor's Injury Investigation Report Form", available on the Police Shared Folder. This form will be completed and forwarded immediately to the Resource Management Division following the injury.

TITLE: EMPLOYEE INJURIES	NUMBER 8.3
	PAGE 3 OF 3

Supervisors are responsible for contacting the Benefits Assistant within the Resource Management Division and providing required information for the completion of the North Carolina Industrial Commission's Form 19. The North Carolina Industrial Commission requires a Form 19 be completed and sent to them within five (5) working days of the date the injury or illness is reported to a supervisor.

For injuries requiring medical follow-up appointments, such appointments will be made with the City Physician. Each follow-up appointment will require the completion of a "Medical Services Authorization Form".

Personnel returning to work on a Limited Duty or Full Duty status, after having missed work as a result of being injured on duty, must be cleared for such duty by the City Physician and must notify the Resource Management Division of such clearance.

8.3.4 EMPLOYEE'S RESPONSIBILITIES

The employee is responsible for completing an "Employee Injury Report Form", and the "Greensboro Police/Fire Department Blood Borne and Airborne Pathogen Exposure Report Form" (if applicable). Both of these forms are available on the Police Shared Folder. The employee seeking medical treatment or reporting an injury will cooperate fully by providing the necessary information to supervisors, physicians, medical services personnel, hospital personnel, counselors, and others in order to complete any reports, forms, etc.

TITLE: PEER SUPPORT PROGRAM AND TEAM	NUMBER 8.4
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R3/08-16-04	

This directive establishes guidelines for the Peer Support Program and Team. The program goal is to provide all employees with an opportunity for peer support during times of personal or professional crisis.

8.4.1 OBJECTIVES

The objectives of the Peer Support Program are to:

- help employees through a temporary crisis
- promote an atmosphere of support and trust among employees
- promote an awareness of the self-help alternatives available to employees
- provide trained personnel who can assist in problem resolution before a point of crisis is reached
- develop an additional system of referral for appropriate professional care
- develop a readily accessible network of employees trained to be of service to their fellow employees

8.4.2 ORGANIZATION

The Peer Support Program is a personnel-oriented support activity and is administered by the Division of Organizational Development.

One of the most important responsibilities of a Peer Support Team member is the promotion of trust, anonymity, and confidentiality for employees who seek assistance. Communication between a team member and an employee is considered privileged by the Department, except for those matters which involve violations of the law or Departmental misconduct. All Peer Support Team members must comply with directives concerning the duty to report violations of laws, rules, or directives.

Peer Support Team training is conducted under the direction of a licensed psychologist contracted by the Department. Each team member is required to attend training meetings. The Department psychologist maintains a working relationship with each member of the team. He is also in charge of handling all clinical matters concerning the Peer Support Program.

The Commanding Officer of the Division of Organizational Development will conduct periodic program evaluations to ensure that the Peer Support Program continues to address agency needs.

TITLE: PEER SUPPORT PROGRAM AND TEAM	NUMBER 8.4
	PAGE 2 OF 2

8.4.3 ELIGIBILITY

Team members may be selected from all ranks of sworn and non-sworn personnel. Applicants must have: (1) a minimum of two years experience with the Department; (2) a good work record; and (3) psychological suitability to serve as a counselor, as determined by the Department's psychologist.

8.4.4 APPLICATION & SELECTION

Eligible employees may apply for team membership by completing a Peer Support application, and forwarding same through channels for supervisory comment & recommendation to the Commanding Officer of Division of Organizational Development.

Recommended applicants will be scheduled for psychological testing and an interview with the program psychologist. Results of the psychological testing will be forwarded to the Commanding Officer of the Division of Organizational Development for review. New members will be selected by the Commanding Officer of the Division of Organizational Development.

8.4.5 CALL-OUT PROCEDURE

Peer Support services may be rendered by a self-initiated request of an employee, referral by the employee's commanding officer, or referral by the Department's consulting psychologist.

When an employee's actions result in death or critical injury to any person, or when an employee is otherwise directly involved in a traumatic incident, the employee's supervisor, the incident commander, or other appropriate authority may contact the Watch Operations Center, the Peer Support Team Leader, or the Commanding Officer of the Division of Organizational Development to arrange for a team member to be available to the affected employee.

Team members will ensure their presence and assistance to an employee in no way impedes or interferes with any investigative or administrative process. As warranted, the team member may contact the consulting psychologist for advice.

The affected employee's Commanding Officer will coordinate with the Commanding Officer of the Division of Organizational Development to determine the need for a psychological fitness for duty evaluation pursuant to Department Directive 8.2.

TITLE: DEPARTMENTAL SAFETY PROGRAM	NUMBER 8.5
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R3/05-01-08	

8.5.1 DEPARTMENTAL SAFETY PROGRAM PHILOSOPHY

Departmental employees have the duty to operate Departmental vehicles and to conduct their job functions in a legal, safe, and courteous manner. This responsibility is especially important when considering the difficult conditions under which police employees often find themselves. Through the implementation of a Safety Program, the Department seeks to reduce vehicle crashes, minimize nonvehicular injuries, and ensure the safety of employees and the public.

All matters relating to vehicle crashes and occupational accidents resulting in personal injury will be reviewed by the Departmental Safety Committee. The purpose of this review will be to isolate accident causative factors, and to devise and implement safety measures and programs designed to minimize and prevent vehicle crashes and personal injuries.

8.5.2 SAFETY COMMITTEE ORGANIZATION

The Departmental Safety Committee will be organized in a manner consistent with the City of Greensboro's Personnel Policy J-4 "Departmental-Divisional Safety Committees". In this regard, the committee will be broken down into the following areas:

- Crash investigation and review
- Fire and emergency procedures
- Environmental issues
- Fleet/equipment safety
- Rules/Procedures
- Education and training
- Occupational health
- Safety activities
- Safety inspections/audits/housekeeping

8.5.3 COMMITTEE MEMBERS

The Departmental Safety Committee will consist of a minimum of ten members appointed by the Chief of Police, as follows:

- A Commanding Officer who shall serve as the Departmental Safety Coordinator and serve as the Department representative on the City Committee for Employee Safety and Health.
- An Executive Level Officer who shall serve as the Departmental Safety Co-coordinator.
- A supervisor from the Resource Management Division who will chair the Fleet/Equipment Safety Sub-Committee.
- The Logistics Section Supervisor, who shall also serve as the Recording Secretary and chair of the Occupational Health Sub-Committee.
- Five nonsupervisory employees selected to head sub-committees established by the Departmental Safety Coordinator to review areas listed in section 8.5.2.

TITLE: DEPARTMENTAL SAFETY PROGRAM	NUMBER 8.5
	PAGE 2 OF 3

- The Department's Wellness Program Coordinator who will serve on the committee as a liaison between the committee and the Wellness Section of the City of Greensboro's Human Resources Department.
- The Chief of Police may authorize other members as he deems necessary to accomplish committee objectives.

Members of the Safety Committee will serve at the pleasure of the Chief of Police. The Chief of Police may replace members of the Safety Committee as appropriate to meet the objectives of the Committee, changing personnel needs, and needs of the Department.

The Departmental Safety Coordinator will provide overall direction of the Department's Safety and Accident Prevention Program. He will also serve as Chairman of the Departmental Safety Committee and provide liaison between the committee and divisions within the Department.

The Departmental Safety Committee will meet monthly. The Departmental Safety Coordinator will be responsible for notifying committee members of scheduled meetings and for preparing the meeting agenda.

8.5.4 SAFETY COMMITTEE FUNCTIONS

The Safety Committee will serve in a staff capacity only and will make recommendations to the Chief of Police on matters relating to safety and crash prevention. Such recommendations will be limited to nondisciplinary corrective action. The Safety Committee will also perform the following duties:

- Review all reports pertaining to vehicle crashes and personal injury accidents for the purpose of isolating causative factors.
- Analyze crash and personal injury data to determine trends and specific problem areas to be included in the Departmental Safety Program.
- Establish safety and crash prevention goals and objectives and develop, implement, and direct programs designed to achieve these goals.
- Assess and evaluate the progress and effectiveness of programs and activities to determine if the program goals are being achieved.
- Prepare reports indicating the impact of vehicle crashes and personal injury accidents on operational effectiveness and accomplishments of the Safety Program.
- Solicit ideas, suggestions, and information and provide for discussion of both crashes and personal injury problems in an effort to increase employee safety.
- Conduct regular self-inspections of work places, noting all safety hazards observed. Follow-up with supervisors on suggested corrections.
- Make recommendations to the Chief of Police as to disposition of funds awarded to the Department through various safety incentive programs.

- Coordinate an annual review of all Departmental Emergency Action Plans for each facility occupied by police personnel to ensure these documents are in compliance with current OSHA standards.

8.5.5 REVIEW PROCEDURES

All vehicular crashes involving Departmental employees and vehicles will be reviewed by the Safety Committee for the purpose of determining trends and to make recommendations to prevent recurrences. The Safety Committee may require the vehicle operator and the operator's immediate supervisor to appear before the Committee, if doing so would serve the best interests of the Department.

All nonvehicular accidents, which result in personal injury, will be reviewed by the Safety Committee as a means of evaluating operational procedures and detecting potential occupational hazards. Such review will be made normally on the basis of Workmen's Compensation reports and may, at times, require the presence of the affected employee.

8.5.6 EMERGENCY ACTION PLANS

Facility managers at each Greensboro Police Department facility will ensure that an Emergency Action Plan (EAP) is completed. An EAP is a written document required by OSHA standards. The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies. The plan must include a minimum amount of elements specifically required by OSHA. Each facility manager is responsible for the completion and maintenance of this document and will serve as the emergency coordinator for their respective facilities.

It is the responsibility of the facility managers to complete the plan, assign area marshals, train employees, exercise the plan, and keep the plan current by conducting a yearly review. A completed hard copy of the plan will be maintained in a readily accessible area of each facility as defined by the facility manager. A completed electronic copy of the plan will also be placed in the applicable Departmental Shared Folder. Facility manager assignments are as follows:

- Sanford Building – Commanding Officer of Vice Narcotics Division
- MMOB – Commanding Officer of Resource Management Division
- Swing Road Facility – Commanding Officer of Western Division
- Maple Street Station – Commanding Officer of Eastern Division
- Public Safety Training Facility – Commanding Officer of Training Division
- Kitchen Operations Facility – Commanding Officer of Operational Support Division
- Logistics – Supervisor of Logistics

TITLE: PROTECTION FROM BLOODBORNE COMMUNICABLE DISEASE	NUMBER 8.6
EFFECTIVE DATE: 02-04-08	PAGE 1 OF 9
REVISION HISTORY: (Adopted 09-01-94) R3/02-04-08	

8.6.1 PURPOSE

This Directive is intended to provide guidelines to assist in the protection of employees from infection with communicable diseases contracted through bloodborne pathogens, particularly the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV).

The Greensboro Police Department will provide employees with safety procedures, protective equipment and communicable disease information in an effort to minimize exposure, and increase their understanding of the nature and potential risks of bloodborne communicable diseases. Each employee is responsible for controlling his own exposure and preventing the spread of bloodborne pathogens.

8.6.2 TRAINING

The Training Division is responsible for providing Police Department employees with the proper training concerning policies, procedures, legal aspects, medical considerations, and other information regarding contagious diseases. The Training Division will regularly coordinate the updating of all policies, procedures, and other information relating to this subject.

8.6.3 DEFINITIONS

Potentially Infectious Body Fluids: Blood, semen, vaginal secretions, amniotic fluid, pericardial fluid, peritoneal fluid, pleural fluid, synovial fluid, cerebrospinal fluid, or other body fluids that are contaminated with blood.

Bloodborne Pathogens: A disease-producing microorganism or material that is contained in the blood or other body fluids contaminated with blood.

Confidentiality: A person's right to have control over the release of all information and records, whether publicly or privately maintained, that identify a person with HIV infection or other reportable communicable diseases or conditions.

Significant Exposure: When employees come into contact with blood or other potentially infectious body fluids through a needle stick, an open wound, non-intact skin or mucus membranes during the performance of normal job duties. Direct contact with sputum, feces, nasal secretions, sweat, tears, urine and vomitus will not be considered a significant exposure unless these body fluids are contaminated with blood and come in contact with an employee's non-intact skin, open wounds, or mucous membranes.

Bio-Hazardous Waste: Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and micro biological wastes containing blood or other potentially infectious materials.

TITLE: PROTECTION FROM BLOODBORNE COMMUNICABLE DISEASE	NUMBER 8.6
	PAGE 2 OF 9

HIV (Human Immunodeficiency Virus): The virus that attacks and destroys certain white blood cells almost always resulting in Acquired Immunodeficiency Syndrome (AIDS).

Acquired Immunodeficiency Virus (AIDS): A disease of the immune system which significantly increases the body's vulnerability to illness.

HIV Positive: The HIV test detects the antibodies to HIV in a person's blood, which means that at some point the person has been exposed to HIV. A person who is HIV positive may not have any of the physical symptoms associated with AIDS, but still remains capable of transmitting the HIV virus to others.

Symptomatic HIV Infection: A person who is HIV positive and exhibits some of the physical symptoms associated with AIDS. These symptoms may include recurrent fevers, fatigue, unexplained weight loss, night sweats, diarrhea and swollen glands.

Hepatitis B (HBV): A viral infection that affects the liver. The effects of this disease on the person can range from mild to fatal.

Universal Precautions: An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens, and exposure to these fluids is managed in a manner consistent with this assumption.

8.6.4 PREVENTIVE PROCEDURES

Preventive procedures are intended to eliminate, or minimize exposure of the employee to bloodborne diseases. However, an employee may be unable to use personal protective equipment when responding to events of an emergency nature, when the actual use of personal protective equipment would further threaten loss of life or serious personal injury. As soon as the emergency has passed, however, employees are required to follow procedures outlined herein.

Universal Precautions

- In order to minimize exposure to bloodborne communicable diseases, employees should assume that all contacts with blood or contaminated body fluid may result in the transmission of a bloodborne disease.
- Employees will not smoke, eat, drink or apply make-up around body fluid spills.
- Employees will use appropriate personal protective equipment when they may reasonably expect to come in contact with potentially infectious body fluids.
- Employees will use plastic mouthpieces or other authorized barrier/resuscitation devices whenever performing CPR or rescue breathing.
- Employees will wear disposable gloves when handling any persons, clothing or equipment with body fluids on them.

Searches

- In general, officers should use appropriate search techniques and equipment to minimize occupational exposure.
- Accidental needle sticks represent the most common potentially infectious exposure in law enforcement. Employees should be very cautious when searching persons and property.
- Employees should wear protective gloves when it can be reasonably anticipated that the employee may have hand contact with blood or other potentially infectious materials.

Evidence Collection, Handling, and Crime Scene Protection

- Employees will handle evidence collection and crime scene protection in accordance with all applicable Departmental Directives and Standard Operating Procedures.
- Employees will remove Personal Protective Equipment prior to leaving the work area and will place all disposable Personal Protective Equipment in a biohazard bag. The bio-hazard bags will then be placed in the Bio-Hazard collection bins located at any of the Evidence collection sites.
- Officers will handle all sharp instruments such as knives and needles with extraordinary care. Consider all syringes as used, and therefore, contaminated items.
- Needles will not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand. Securing needles must be accomplished by mechanical means only.
- Needles will be placed in a puncture-resistant container when being collected for evidentiary or disposal purposes. The submission of needles and syringes as evidence will be limited to those cases wherein the items are clearly needed for its evidentiary value in an investigation.

Hepatitis B Vaccination

- Employees whose job functions may result in occupational exposure to persons infected with Hepatitis B will be provided, at no cost, the Hepatitis B vaccine and vaccination series, as well as post-exposure evaluation and follow-up procedures.
- The Hepatitis B vaccine, and any future booster(s), will be available to employees who have an occupational exposure, unless they have previously received the complete Hepatitis B vaccination series and antibody testing has revealed the employee is immune or the vaccine is contraindicated for medical reasons.
- A Hepatitis B prescreening program is not a prerequisite for receiving the vaccination.
- An employee who initially declines the Hepatitis B vaccination will be permitted to receive the vaccination at a later date.
- Employees who decline to accept the Hepatitis B vaccination will be required to sign a waiver statement.

TITLE: PROTECTION FROM BLOODBORNE COMMUNICABLE DISEASE	NUMBER 8.6
	PAGE 4 OF 9

8.6.5 DECONTAMINATION

Decontamination procedures will be performed whenever body fluids are discharged, an individual with body fluids on his person is transported in a departmental vehicle, or an employee comes in contact with body fluids.

In the event an employee's body, clothing and/or equipment becomes contaminated with potentially infectious body fluids, the following procedures will be followed as soon as possible:

Decontamination of the Person

Employees will follow these procedures during the decontamination process of their body:

- The employee will remove all contaminated clothing and wash exposed areas free of any contaminating material and cleanse with mild soap. Note: Do not scrub the affected area too vigorously. It may damage the skin and increase the likelihood of infection.
- Use generous amounts of eye wash solution, if the eyes are the area exposed to contaminants.
- Seek medical care for injuries resulting from needle sticks, puncture wounds, or other suspected significant exposures. The employee will respond to the Emergency Department at Moses Cone, or Wesley Long Hospital for initial evaluation and appropriate treatment.
- The employee must immediately report a suspected significant exposure to his immediate supervisor, and City Medical Services as soon as possible. If the exposure occurs after 4:30 P.M., or on a weekend or holiday, the employee must report the exposure to City Medical Services on the next business day. City Medical Services will ensure that any further testing, evaluation, and response to exposure of police employees to infectious diseases is handled and coordinated properly.
- The employee will complete a "Greensboro Police/Fire Department Blood Borne and Airborne Pathogen Exposure Report Form" available on the Police Shared Folder. The supervisor must complete a "Medical Services Authorization Form" (Form PDS-42-362) if applicable. Both forms will be forwarded to City Medical Services, as soon as possible.
- The supervisor will also complete an investigation of the incident and record the results of the investigation utilizing the "Supervisor's Injury Investigation Report Form" available on the Police Shared Folder. The supervisor will forward this form to the Resource Management Division as soon as possible.
- The incident will be reported to the Resource Management Division and City Medical Services on the next business day. If an employee is unable to contact City Medical Services or the Resource Management Division, his immediate supervisor will make the appropriate contacts.
- The Resource Management Division is responsible for completing the necessary Workmen's Compensation Forms.

- The employee is responsible for completing an “Employee Injury Report Form” as soon as possible following the injury. This form is available on the Police Shared Folder.
- The employee seeking medical treatment or reporting exposure or injury will cooperate fully by providing the necessary information to supervisors, physicians, medical services personnel, hospital personnel, counselors, and others in order to complete any reports, forms, etc. required to process and treat any on-duty exposure or injury. All confidential information and medical reports will be handled as confidential.
- Unless disclosure to an appropriate Departmental official is authorized by the officer or by state law, if the employee is tested, the test results will remain confidential.

Decontamination/Disposal of Contaminated Clothing

In the event an employee's uniform becomes contaminated, and the employee has no replacement immediately available, the employee can obtain a jump suit from Police Logistics to wear after completing self-decontamination. After regular business hours, any Police Supervisor can assist the employee in obtaining a jump suit from Police Logistics. The employee will complete a "Uniform and Equipment Transaction Form" and leave it on the front counter in the Police Logistics lobby.

If the uniform item(s) are contaminated to the extent that normal washing procedures will not ensure their cleanliness, the employee will place the contaminated clothing in an appropriate leak-proof Bio-Hazard bag furnished by the Department. Bio-Hazard bags will be placed in Bio-Hazard collection bins located at any of the Evidence collection sites. Employees may obtain replacement items from Police Logistics in a manner consistent with the provisions of Departmental Directive 15.1, “Uniforms and Equipment”.

Decontamination of Equipment

Decontaminate any equipment (badge, nameplate, gun belt, etc.) that becomes contaminated with potentially infectious body fluids with isopropyl alcohol. (A water and bleach solution may damage leather gear or metal uniform insignia). Clean sensitive equipment such as pistols, shotguns or radios with isopropyl alcohol. Allow all such equipment to air dry before further use. Lubricate all weapons following decontamination. Employees are responsible for decontaminating their personal equipment and departmental vehicle equipment.

Decontamination of Vehicles

Any vehicle that becomes contaminated with potentially infectious body fluids must be decontaminated by the employee prior to returning the vehicle to service. Use the following guidelines when decontaminating vehicles.

- Minimal Contamination: small amounts of fluids that can be cleaned up with paper towels and the contaminated area disinfected with a water and bleach solution (10:2) or isopropyl alcohol.
- Moderate Contamination: medium amounts of fluids that can be cleaned using a body fluid spill kit, which can be obtained from a supervisor’s vehicle.

TITLE: PROTECTION FROM BLOODBORNE COMMUNICABLE DISEASE	NUMBER 8.6
	PAGE 6 OF 9

- Extreme Contamination: large amounts of body fluids, which cannot be cleaned up using the spill kit, will require putting the vehicle out of service to be cleaned and decontaminated. **The officer putting the vehicle out of service for cleaning will affix a biohazard sticker to both the driver's side window and the work order.**
- All decontamination procedures will be performed by employees at work before ending their tour of duty.
- When decontaminating equipment, employees will use appropriate personal protective equipment to prevent exposure to the contaminants.
- Each employee is responsible for cleaning and decontaminating any work areas after use and for proper disposal of all hazardous waste generated during the process.

8.6.6 SUPPLIES

The Department will make Personal Protective Equipment and communicable disease control supplies readily accessible to all employees who are likely to encounter communicable disease risks as part of their duties. Supervisors are responsible for dissemination of supplies for infectious disease control.

Employees using supplies stored in police vehicles are responsible for their replacement by the end of their duty day.

8.6.7 DETENTION OF ARRESTEES FOR TESTING AFTER SIGNIFICANT EXPOSURE

Background

N.C.G.S. 15A-534.3 grants authority to a magistrate conducting an initial appearance following an arrest to hold an arrestee for a reasonable period (not to exceed 24 hours) when he finds probable cause that the arrestee has subjected an individual to actions that pose a significant risk of transmission of Human Immunodeficiency Virus (HIV), or Hepatitis B (HBV). The statute authorizes the Health Department to investigate the situation during the holding period and to require the arrestee's blood be tested if necessary, pursuant to N.C.G.S. 130A-144 and N.C.G.S. 130A-148.

The Greensboro Police Department does not test arrestees for HIV or other bloodborne diseases on behalf of victims. The magistrate may hear evidence from any person who believes that there has been a significant risk of transmission by a nonsexual exposure by the arrestee. Upon request by someone during the arrest procedure, an officer may advise that person of his or her right to appear before the magistrate for a hearing pursuant to this statute. The officer must be careful to not unduly alarm any person by suggesting that he or she attempt to have the arrestee detained by the magistrate. Regardless of this specific procedure, any person who believes he has had an exposure which created a significant risk of transmission of HIV or HBV can contact the Public Health Department on his own for assistance in seeking testing of the suspected source person.

Procedure

An arresting officer who believes that there has been a significant risk of transmission of bloodborne disease from an arrestee to the officer will first notify his supervisor, and request the arrestee to consent to a blood test.

If the arrestee is willing to cooperate and consents to testing for infectious bloodborne diseases, and the officer's supervisor approves the transport for testing, the arrestee and officer will register in the emergency room at Moses Cone or Wesley Long Hospital. Hospital personnel will confer with the police employee to determine if a significant exposure has occurred. If such a determination is made, the arrestee will be tested for infectious bloodborne diseases. Appropriate emergency treatment will be given to the employee by hospital personnel. Following this initial treatment, all further follow-up medical treatment for the employee will be handled through City Medical Services.

If the arrestee is unwilling to consent with testing for infectious bloodborne diseases, the arresting officer will present facts concerning the exposure to a magistrate. If the magistrate finds probable cause to believe the officer was exposed to the arrestee in such a manner as to pose a significant risk of transmission of HIV or HBV, the magistrate can place the arrestee under a 24-hour "hold" pursuant to N.C.G.S. 15A-534.3 for appropriate investigation by the Guilford County Health Department and subsequent testing of the arrestee may be conducted. Any communication with the magistrate will be made privately and the officer will ensure only the magistrate hears the officer's testimony. The officer will notify his supervisor of the situation as soon as possible, and request the supervisor respond to the magistrate's office.

If the magistrate determines that there is probable cause to hold a subject for investigation and testing, the affected employee's supervisor will contact the Guilford County Health Department. Outside of normal business hours the supervisor will contact Guilford Metro 911 for the appropriate on-call Health Department personnel. The supervisor must be prepared to present written documentation to the Health Department representative concerning the incident, which may be satisfied by providing a completed copy of the "Greensboro Police/Fire Department Blood Borne and Airborne Pathogen Exposure Report Form". The Health Department representative will conduct an investigation that includes contacting the subject and the officer about the circumstances surrounding the possible exposure. If the circumstances surrounding the exposure and the arrestee's risk for being a carrier of HBV, or HIV are substantiated by the Health Department's investigation, the subject will be ordered to have blood drawn for testing. If the subject does not comply with the order of the Health Department to submit to testing, the Health Department representative will seek a court order from a District or Superior Court Judge.

Qualified medical personnel will draw blood from the subject for testing. If the subject does not comply with the court order, the judge is to be notified immediately of the noncompliance. If an incident of this nature occurs during a weekend or holiday period, and the 24 hour "hold" provided for by statute will expire prior to the availability of a Judge; the Health Department representative may request the magistrate issue a warrant for arrest of the subject based upon a violation of N.C.G.S. 130A-144(f).

The employee will contact City Medical Services on the next business day following the incident. City Medical Services is responsible for all follow-up treatment of the employee.

TITLE: PROTECTION FROM BLOODBORNE COMMUNICABLE DISEASE	NUMBER 8.6
	PAGE 8 of 9

8.6.8 NONARRESTEES TESTING AFTER SIGNIFICANT EXPOSURE

If a significant exposure results from contact with an individual who is not under arrest and is willing to cooperate with testing, the following procedure will apply.

- The supervisor will ensure that the source subject's name, address, phone number, and other relevant personal information is obtained and submitted to City Medical Services. A "Greensboro Police/Fire Department Blood Borne and Airborne Pathogen Exposure Report Form" will be completed.
- A supervisor from the exposed employee's Division will contact the source and arrange for transport and testing at Moses Cone Hospital Emergency Department. The source should register at the Emergency Department for evaluation. The employee should also be prepared for registration and testing if applicable. The City of Greensboro will not assume financial responsibility or provide for further medical treatment for the source.
- The police supervisor is responsible for arranging transportation for the person, if necessary.

If a significant exposure results from contact with a subject who is not under arrest and who is unwilling to voluntarily submit to testing, the following procedure will apply:

- The subject's name, address, date of birth, phone number, and any other relevant information will be obtained and recorded by the employee's supervisor, on the "Greensboro Police/Fire Department Blood Borne and Airborne Pathogen Exposure Report Form".
- The supervisor will then notify the Guilford County Health Department with this information so the appropriate Health Department personnel can commence an investigation and initiate appropriate follow-up.

8.6.9 CONFIDENTIALITY OF INFORMATION ABOUT HIV AND HBV.

North Carolina law provides that "all information and records" that might identify a person as HIV or HBV infected "shall be strictly confidential". N.C.G.S. 130A-143.

Officers are not to record such information on arrest reports, accident reports or any other Department documents except as allowed pursuant to this Directive. Such information is not to be broadcast over radio airways or computer terminals.

Police employees must maintain the confidentiality of information concerning an individual's HIV or HBV status obtained during investigations or arrest. Officers must not assume that a suspect's, victim's, or any other person's disclosure to them automatically permits them to disclose this information to anyone else. That is not the case and a subsequent disclosure violates the confidentiality law in North Carolina. Therefore, Greensboro Police Department employees should refer all inquiries regarding the HIV or HBV status of any person to the Guilford County Public Health Director.

The confidentiality law does, however, authorize the limited release of HIV or HBV information pursuant to a number of specific exceptions.

- An individual's HIV or HBV information may be released with that person's written consent, and HIV information may be released to "health care personnel providing medical care to the patient". N.C.G.S. 130A-143 (2) and (3).
- HIV or HBV information may be released "pursuant to subpoena or court order". N.C.G.S. 130A-143 (6).

8.6.10 EMPLOYMENT ISSUES

The law generally permits an employer to discharge an employee who completely refuses to work with a coworker because of unreasonable fear about the spread of AIDS or if he refuses to perform assigned duties for the same reason. Any Greensboro Police Department employee who refuses to work with an HIV infected employee or who refuses to perform their assigned duties because of an unreasonable fear of contracting AIDS will face disciplinary action up to and including dismissal.

8.6.11 EMPLOYMENT RECORDS

Information and records that might identify an employee as HIV infected will be kept strictly confidential. An employee's HIV or HBV status may be released by police personnel authorized to do so only under the following circumstances:

- Release is made to health care personnel who are providing medical care to the employee, and only then with written permission from the employee.
- Release is made pursuant to a subpoena or court order; or
- Release is otherwise authorized by N.C.G.S. 130A-143 or by the regulations adopted by the Commission for Health Services.

8.6.12 RESOURCE INFORMATION FOR EMPLOYEES

The Resource Management Division maintains a Community resources directory of all community agency groups who can offer assistance, counseling, etc. to an employee or employee's family members.

Members of the Peer Support Team, the Police Chaplain, and the City Health Services Division are always available to offer advice, counseling, or other help as needed. Employees are encouraged to utilize any of these resources at any time the need arises. All inquiries will be handled in a strictly confidential manner.

TITLE: HAZARDOUS CHEMICAL COMMUNICATION STANDARD AND OSHA REQUIREMENTS	NUMBER 8.7
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 04-15-97)R1/08-16-04	

8.7.1 REQUIREMENTS OF THE STANDARD

The Hazardous Chemicals Communications Standard (29CFR1910.1200) requires that employees be informed about the presence of hazardous chemicals in their work place and the dangers which these hazardous chemicals may pose.

City policy is found in Section J-6 of the City Personnel Manual. It contains detailed procedures for accomplishing the requirements of the Hazardous Chemical Communication Standard. The Commanding Officer of Division of Resource Management is the Department Liaison with the City Safety Manager for the reporting required in J-6. Other component commanders should make required reports through the Department Liaison.

8.7.2 METHODS OF COMPLIANCE WITH THE STANDARD

Employers may comply with the provisions of the Standard:

- By training new employees about hazardous chemicals in the work place.
- By instructing veteran employees through in-service training about work place chemical hazards.
- By maintaining a current Material Safety Data Sheet (MSDS) on each hazardous chemical in the work place.
- By proper labeling of all chemical containers.
- By proper placarding of work areas which house hazardous chemicals.
- Establishing written procedures concerning:
 - safe and proper handling of hazardous chemicals.
 - safe and proper disposal of hazardous chemicals and chemical wastes.
 - handling and reporting hazardous chemical emergencies in the work place. (see DD 12.6 Handling Hazardous Materials Incidents)

8.7.3 PROCEDURES REQUIRED

The Commanding Officer of Division of Organizational Development is responsible for providing for appropriate train-the-trainer instruction for those Department personnel whose job requires them to deliver Hazard Communications Act-related or other OSHA training for the Department.

TITLE: HAZARDOUS CHEMICAL COMMUNICATION STANDARD AND OSHA REQUIREMENTS	NUMBER 8.7
	PAGE 2 OF 2

Each Commanding Officer/Director shall ensure the following:

- That his command is surveyed for the use or storage of hazardous chemicals which necessitate the implementation of provisions of this Directive.
- That new and veteran employees receive training commensurate with their contact with hazardous chemicals in the workplace.
- That Material Safety Data Sheets are maintained on each hazardous chemical found in their command.
- That all hazardous chemical containers are properly labeled.
- That all work areas housing hazardous chemicals are properly placarded.
- The development of standard operating procedures for dealing with workplace hazardous chemicals which are present in his command. The depth of these procedures should reflect the actual contact with hazardous chemicals that component employees are expected to have in the workplace. The SOP's should cover safe, proper handling and disposal of hazardous chemicals and handling and reporting hazardous chemical emergencies in the workplace.

In addition to MSDS records which are maintained in affected areas of the Department, complete listings of MSDS information will be maintained in the Communications Center and the Watch Operations Center.

TITLE: HAZARDOUS WORK ENVIRONMENTS	NUMBER 8.8
EFFECTIVE DATE: 11-06-01	PAGE 1 of 2
REVISION HISTORY: (Adopted 11-06-01)	

8.8.1 PURPOSE

It is recognized that police employees routinely encounter situations that pose risks to their health and safety. While it is also recognized that not all risks can be anticipated or eliminated, City and Departmental safety programs and policies are designed to minimize the risks associated with general safety hazards.

The purpose of this directive is to promote the safety of employees and the general public in regards to specific types of hazardous locations and environments. It should also help employees identify such specific hazards, and provide direction regarding acceptable actions when encountering them.

8.8.2 GENERAL POLICY

It is the general policy of the Greensboro Police Department to prohibit employees from engaging in activities or entering environments that may foreseeably pose unnecessary special health & safety risks to the employee or others, and which are outside the normal scope of their duties.

Obviously, this general policy must be applied to actual instances using sound judgment and discretion. The relative risks to the employee and third parties must be considered before attempting any emergency actions involving foreseeable special hazards.

For example, this general policy would not prohibit an employee from taking immediate emergency action when he has determined that no reasonable alternative readily exists.

This policy also would not prohibit an employee from taking non-emergency action in hazardous situations or environments when he:

- Has been provided suitable specialized training concerning the specific hazardous activity or environment; and,
- Has available all proper specialized equipment required for safe execution of the activity or entry; and,
- Has prior supervisory permission to conduct the activity or effect the entry.

8.8.3 SPECIFIC ACTIVITIES

The following specific situations and activities are offered as a means of illustrating the agency's intent in applying the general policy stated in Section 8.8.2.

Climbing & Fall Exposure – situations in which there exist significant risks of falling. Examples include: water and utility towers; phone poles; scaffolding; structural facades; and ladders.

In applying the general policy set forth in 8.8.2, employees must adhere to the following prohibitions: Absent exigent circumstances and prior supervisory approval, employees are prohibited from:

- Climbing any ladder or scaffolding that does not appear stable;
- Climbing a stable ladder or scaffolding a distance greater than two stories (approximately 20 feet);
- Climbing water towers, utility towers, telephone poles, or building facades.

TITLE: HAZARDOUS WORK ENVORINOMENTS	NUMBER 8.8
	PAGE 2 OF 2

Utilities / Industrial Environments – situations in which utility or industrial machinery pose a significant risk of injury. Examples include: electrical vaults and outside power distribution yards; water distribution facilities; and heavy industrial machinery. In applying the general policy set forth in 8.8.2, employees should exercise sound discretion and judgment.

IDLH Environments & Confined Spaces – environments in which there exists oxygen deprivation or the presence of toxic fumes that are **Immediately Dangerous to Life and Health**. Examples include: water & sewer culverts; manholes; chemical factories; airtight spaces; and ammonia plants.

In applying the general policy set forth in 8.8.2, employees must adhere to the following prohibition: Employees are prohibited from entering IDLH environments.

Trenches – open or enclosed excavations that lack suitable shoring and therefore pose a significant risk of collapse. Examples are commonly found at construction sites and where roadway repairs are occurring. In applying the general policy set forth in 8.9.2, employees should exercise sound discretion and judgment.

Fire & Structural Collapse – structures which are involved by working fires or are filled with smoke, or which have or appear imminently subject to collapse. In applying the general policy set forth in 8.8.2, employees should exercise sound discretion and judgment.

Water Rescue – situations in which the depth, temperature or water current pose significant risks of drowning. Examples include: flooded areas; overflowing streams; storm-water run-off; and bodies of water. In applying the general policy set forth in 8.8.2, employees should exercise sound discretion and judgment.

TITLE: EMPLOYEE DRUG TESTING	NUMBER 8.9
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 8
REVISION HISTORY: Adopted (12-10-01)R1/08-16-04	

8.9.1 PURPOSE

This directive establishes guidelines for drug testing of incumbent employees. It does not address preemployment drug testing of job applicants (see Departmental Directive 2.2.2), nor for-cause testing of incumbent employees suspected of reporting to work while under the influence of alcohol or other alcohol-related violations (see Departmental Directive 1.5.19).

8.9.2 POLICY

The Greensboro Police Department is committed to the goal of providing a workplace that is free of illicit drugs. This commitment is based on the belief that it is the Department's responsibility to maintain a safe & healthy working environment for employees, and a productive & effective workforce for the citizens of Greensboro. This commitment is also in recognition of the unique safety-sensitive responsibilities of law enforcement agency employees, and the higher standards of conduct expected of those employees.

8.9.3 DEFINITIONS

The following terms are defined as used in this Directive:

Adulterated Specimen - A urine specimen into which the employee has introduced a foreign substance.

Canceled Test - A drug test that has been declared invalid by a Medical Review Officer. A canceled test is neither a positive test nor a negative test. An example of a canceled test is one that has been rejected by the MRO for a fatal collection error.

Code of Federal Regulations - The federal body of law, part of which regulates DOT drug testing. Unless otherwise set forth in this Directive, drug testing of Greensboro Police Department employees will follow the regulations for the United States Department of Transportation drug testing as set forth in the current Code of Federal Regulations, Title 49, Part 40, which is hereby incorporated by reference.

Confirmation Test - A test conducted on a primary specimen by gas chromatography/mass spectrometry to confirm the presence of a drug or drug metabolite detected by a screening test at or above the threshold concentrations.

Designated Employee Representative (DER) - An individual identified as able to receive communications and test results directly from Medical Review Officer, screening test technicians, collectors, and substance abuse professionals, and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation process. The Commanding Officer of

TITLE: EMPLOYEE DRUG TESTING	NUMBER 8.9
	PAGE 2 OF 8

the Division of Resource Management and the Commanding Officer of the Division of Professional Standards (or their designee) are designated as the agency's DER's.

Dilute Specimen - A urine specimen whose creatinine and specific gravity values are diminished by the employee through the introduction of fluid into the specimen.

Drug - For the purposes of this Directive, these are specifically limited to marijuana, cocaine, amphetamines, Phencyclidine (PCP), and opium.

Drug Test - A urinalysis immunoassay-screening test, followed by a gas chromatography/mass spectrometry confirmation test for positive screens.

Employee - A full-time or part-time employee of the Greensboro Police Department who is identified in this Directive as being subject to drug testing. References to employee gender in this Directive are considered to apply equally to either gender.

Employer - The Greensboro Police Department, the City of Greensboro, and any employee thereof acting within the scope of their duties relative to this Directive.

Laboratory - Any laboratory which meets the standards to engage in urine drug testing, as set forth in the United State Department of Health & Human Resources and the United States Department of Transportation guidelines. For the purposes of this Directive, this term refers to a state-certified laboratory currently under contract to provide drug test analysis to the City of Greensboro.

Medical Review Officer (MRO) - A licensed physician responsible for receiving laboratory results generated by an employer's drug testing program, who has knowledge of substance abuse disorders, and has appropriate training to interpret and evaluate an individual's drug test results, together with the employee's medical history and any other relevant biomedical information. The MRO acts as an independent and impartial gatekeeper for the accuracy and integrity of the testing process. For the purposes of this Directive, physicians under contract to provide services to the City Medical Services Division will serve as MRO's, and may be assisted in certain duties by designated staff members of the City's Medical Services Division.

Negative Drug Test - The failure to detect, at or above the threshold concentrations, any of the five drugs being tested for in the primary specimen.

Positive Drug Test - The detection, at or above the threshold concentrations, of any of the five drugs being tested for in the primary specimen.

Primary Specimen - That part of a urine specimen that is opened and tested by a laboratory to determine whether the employee has drugs or drug metabolites in his system. It is distinguished from a split specimen.

Screening Test - An initial immunoassay screen to eliminate negative urine specimens from further analysis.

TITLE: EMPLOYEE DRUG TESTING	NUMBER 8.9
	PAGE 3 OF 8

Split Specimen - That part of the urine specimen that is sent to the laboratory and retained unopened, and which will be tested in the event that the employee requests an additional test following a verified positive test of the primary specimen.

Substituted Specimen - A specimen, not consistent with human urine, which has been substituted by the employee in place of his or her own urine specimen.

Threshold – A level of drug concentration which is accepted by the scientific community to be above the level of passive inhalation or incidental contact.

8.9.4 ADMINISTRATIVE ISSUES

There are two different triggers that may lead to an employee being directed to take a drug test under this Directive: for-cause testing and random testing. Both of these triggers are independent of each other.

An employee ordered to submit to urine collection/drug testing under this section that declines to participate in the collection or testing process will be terminated from employment, and the employee will not be allowed to resign in lieu of termination.

Failure to comply with any aspect, condition, restriction, instruction, or procedure associated with any aspect of the urine collection/drug testing process, or interference with or obstruction of same as either a principal or accomplice will result in dismissal.

Testing under this Directive may be used for administrative purposes only. The Division of Professional Standards will serve as the administrative investigative body relating to cases involving drug testing violations or positive results.

8.9.5 FOR-CAUSE TESTING

Any employee who is on-duty, or who reports for duty, while visibly affected by the apparent use of controlled substances or illegal drugs, or against whom reasonable suspicion of the illegal use of drugs exists, may be ordered by a supervisor to submit to drug testing under this section. Such testing will be ordered only after consultation with the Office of the Chief of Police, the Commanding Officer of the Division of Professional Standards, or the senior ranking officer on-duty.

The DER will be advised of the name of any employee directed to submit to for-cause drug testing. The DER will then coordinate with the City Medical Services Division to arrange for a drug test to be conducted as soon as possible, and so notify the affected employee. All other testing procedures and protocols will follow the guidelines set forth in Sections 8.9.8, 8.9.9, and 8.9.10.

TITLE: EMPLOYEE DRUG TESTING	NUMBER 8.9
	PAGE 4 OF 8

8.9.6 RANDOM TESTING

It is the position of the Greensboro Police Department that the nature and scope of duties associated with certain assignments and jobs within the agency create compelling public safety interests, which in turn warrant random drug testing of employees assigned to those positions.

The positions or assignments affected by this section and subject to random drug testing are:

- All Sworn Officers
- Employees assigned to the Property/Evidence Section
- Employees assigned to the Forensics Services Unit

The DER will ensure that the City Human Resources Department maintains or has access to a current computer roster of work units to which employees subject to random testing are assigned. Periodically, the City Human Resources Department will use computerized randomized methods to select work groups of employees to be tested. These work unit groups will be selected from the entire pool of possible candidates. The list of work groups selected for each testing process will remain confidential and will not be released to any member of the Greensboro Police Department except the DER's.

The number of work units selected for each testing process, and the frequency of the selection processes, will be determined by City Human Resources so as to ensure that the number of employees tested each year represents approximately 50% of the total number of employees eligible for testing.

City Human Resources will notify the DER's of the work units currently selected for testing. The DER will then contact the selected work units to facilitate actual testing. All other testing procedures and protocols will follow the guidelines set forth in Section 8.9.7, 8.9.8, and 8.9.9.

8.9.7 COLLECTION PROCEDURES

The scheduling of an appointment for urine collection will be considered the issuance of a direct order on behalf of the Chief of Police to arrive on time and participate fully in the collection procedures.

Time spent in commute to and from the collection site, and time spent being at the collection site, is considered compensable work time for FLSA purposes.

Upon arrival at the collection site, no delay will be permitted in beginning the testing. The employee must present photo-identification (City ID card or NCOL).

TITLE: EMPLOYEE DRUG TESTING	NUMBER 8.9
	PAGE 5 OF 8

The employee must remove any outer clothing (jacket, coat, hat, etc.) and leave these garments with the testing official, along with any briefcase, purse, and other personal belongings. Any employee wearing boots must remove them and allow the testing official to examine them for items that could be used to adulterate a urine specimen; the boots will then be returned to the employee.

In addition, the employee must empty all pockets and display their contents to the testing official to ensure that there are no items present that could be used to adulterate a urine specimen. If no such items are present, the employee will then be permitted to return the contents to their pockets.

The employee must be allowed to retain his wallet, and will not be directed to remove other clothing (shirt, pants, dress, etc.) or change into a hospital gown.

All urine collections will be un-witnessed, unless a directly observed collection is required by Federal regulations.

No employee representative will be permitted beyond the lobby area of the collection site.

8.9.8 TEST RESULTS

The collected urine sample will be tested by a licensed, certified laboratory under contract with the City.

The primary specimen will be tested to determine that the sample is undiluted, unadulterated, un-substituted human urine. Thereafter, the primary specimen will be tested for the five drugs specified in DOT regulations, using an immunoassay screening method.

A negative initial screening result indicates that none of the 5 drugs being tested for exceeded the established cutoff concentrations established in 49 CFR 40, and no further testing is necessary.

A positive initial screening result will cause the primary specimen to be subjected to a verification test, utilizing gas chromatography/mass spectrometry methodology.

8.9.9 POST-TESTING PROCEDURES

Before reporting a drug test result to the MRO, the lab must ensure that it has been reviewed and certified as accurate by a certifying scientist. Test results from the lab are reported only to the MRO or his designated staff. Test results may not be reported by the lab to any other person.

The MRO and/or his designated staff are responsible for carefully reviewing each drug test reported by the lab.

TITLE: EMPLOYEE DRUG TESTING	NUMBER 8.9
	PAGE 6 OF 8

8.9.9 (A) - Negative Test Results

In the event the lab reports a "negative" test result, the MRO will review the test results, and report the result in a confidential manner to the DER, who will subsequently notify the tested employee.

8.9.9 (B) - Positive Test Results

In the event the lab reports a confirmed "positive" test result, the MRO is charged with certain additional duties. Only the MRO can verify a "positive" test result as reported by the lab.

First, the MRO will conduct a review of the integrity of the chain of custody in the testing process. Fatal errors in the testing procedures can result in the MRO canceling the test.

Next, the MRO will contact the affected employee in a confidential manner to offer a verification interview to discuss the test results and to determine if there is a legitimate medical explanation for the positive test result. If necessary, the MRO may seek the assistance of the DER in confidentially contacting the employee.

If the employee is contacted and declines to participate in the verification interview, or if the employee is notified to contact the MRO and fails to do so within 72 hours, or if reasonable but unsuccessful attempts are made to contact the employee over 14 days, the MRO will declare the report as a "positive" test result, and so report to the Designated Employee Representative in a confidential manner.

As a part of the verification process, the MRO will explain to the employee:

- that the lab has returned a "positive" test result, and specify which drugs were indicated as "positive"
- that the MRO will decide whether to verify the lab test result as "positive" based on information the employee provides in the interview
- that if further medical evaluation is needed as a part of the verification process, the employee must submit to such evaluation or have the result reported to the employer as a "positive" result
- that the MRO is authorized to provide the employer with any medical information the employee provides during the verification interview.

During the verification interview, the MRO may review the employee's medical history and any other relevant biomedical factors, and may order further medical evaluation of the employee. If the employee asserts that the presence of a drug in his system is the result of taking prescription medication, the MRO must review all medical records that the employee provides. The MRO may contact the employee's physician for further information.

The MRO may not consider any evidence from other drug tests obtained outside the authority of this Directive (such as independent tests supplied by the employee), nor consider employee explanations that, even if true, would not constitute a legitimate medical explanation for a positive result.

TITLE: EMPLOYEE DRUG TESTING	NUMBER 8.9
	PAGE 7 OF 8

The only way that a "positive" test result from the lab can be changed to a "negative" test result by the MRO is the establishment by the MRO of a legitimate medical explanation for the presence of the detected drug at the levels indicated by the lab tests.

No legitimate medical explanation can exist for the presence of illegal drugs in an employee's urine. The presence of lawful medications at levels above the thresholds must be consistent with lawfully-prescribed medicine taken as directed by the prescribing physician; over-medicating or other abuse of lawful drugs does not constitute a legitimate medical explanation.

If the MRO determines that a legitimate medical explanation exists for a "positive" drug test result, he will verify the result as "negative" and so report directly to the DER in a confidential manner.

If the MRO determines that no legitimate medical explanation exists for a "positive" drug test result, he will verify the result as "positive" and so report directly to the DER in a confidential manner.

The MRO must notify the employee of his right to request a test of the split specimen by a second lab, and explain the procedures for doing so. If a primary specimen has been adulterated or substituted, the employee may not request a test of the split specimen. A retest of the primary specimen is not permitted, nor may any additional tests (DNA, etc.) be conducted. The employee will have to bear the costs of testing the split specimen.

A testing of the split specimen at the employee's request is designed only to reconfirm the presence of the drug initially indicated as a "positive" in the primary specimen. The mere presence of the drug in question in the split sample, without regard to the threshold concentrations used in the first lab's testing, is sufficient to indicate a "reconfirmed" finding. Should the testing of the split specimen indicate that the drug in question is not present, the second lab will make a "failed to reconfirm" finding and the MRO will report a "negative" test result to the DER.

The employer may not take any permanent personnel or disciplinary action related to a drug test until the MRO has reported a verified positive drug test result to the DER. The results of MRO-verified drug tests administered under this directive will be final. An additional test result presented by an employee, which was collected or analyzed by an outside physician, will not invalidate a verified positive test result as determined under this Directive.

8.9.10 EMPLOYEE ASSISTANCE

Early recognition and treatment of chemical dependency is important for successful rehabilitation. As such, the Greensboro Police Department supports sound treatment efforts.

TITLE: EMPLOYEE DRUG TESTING	NUMBER 8.9
	PAGE 8 OF 8

Towards that end, an employee may voluntarily enter a substance abuse treatment program. The employee may enroll in a treatment program of his own choice at his own expense, or may elect to utilize the City's Employee Assistance Program.

However, participation in a substance abuse treatment program will not:

- excuse the employee from drug testing under the authority of this Directive
- exempt an employee from the consequences of actions which have already occurred
- exempt an employee from the proper performance of assigned duties
- mitigate employment termination as a result of a verified positive test result or other administrative disciplinary action

TITLE: INCLEMENT WEATHER	NUMBER 8.10
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 3
REVISION HISTORY: Adopted (3-24-04)R1/08-16-04	

8.10.1 PURPOSE

This directive establishes departmental provisions to the City of Greensboro's Inclement Weather Policy, as contained in Number B-7 of the City of Greensboro Personnel Policy Manual.

8.10.2 POLICY

The City of Greensboro's Inclement Weather Policy states the following:

The City Manager or designee shall declare that the Inclement Weather Plan is in effect by announcing that City Administrative offices will open at some time other than 8:00 AM and/or close at some time other than 5:00 PM. Late opening information will be publicized through normal media outlets. Early closings shall be communicated through internal channels.

All Service Critical employees are expected to be at work at scheduled times.

Employees not designated as Service Critical may, during a declared weather emergency, report to work by the designated opening time or leave at a designated early closing time and still be considered as having worked their entire normal duty day.

Those who do not report to work at all shall be charged leave (Annual, Compensatory, FLSA, or Leave without Pay) for all hours missed during a normal workday. This provision also applies if a department chooses to close a facility or program and directs employees to not report to work.

Employees reporting after the designated starting time shall be charged leave for the hours missed **after** the designated starting time.

[Special Note: Exempt employees may not be charged Leave Without Pay in increments of less than a whole day.]

8.10.3 DEPARTMENTAL PROVISIONS

8.10.3.1 SERVICE CRITICAL PERSONNEL

The City of Greensboro provides a wide variety of services under very different circumstances. In recognition of this, each department is responsible for determining which employees are Service Critical.

TITLE: INCLEMENT WEATHER	NUMBER 8.10
	PAGE 2 OF 3

The following categories of Greensboro Police Department employees are considered **Service Critical**:

- All sworn employees not on limited duty status
- All non-sworn managers and supervisors
- Systems Administrators
- Parking enforcement officers
- Records Specialists
- CSI/TRU/WOC Personnel
- Crime Scene Investigators

The following categories of employees are considered **Non-Service Critical**:

- Sworn employees on limited duty
- Administrative Assistants
- Customer Service Representatives
- Records Clerks
- Crime Analysts
- Evidence Technicians
- Investigative Aides
- Police Attorney
- Community Affairs Coordinator
- PIO/Marketing Assistant
- Personnel Program Technicians
- Fiscal Management Program Technicians
- Logistics Assistant
- Alarm Coordinator
- Hire-back Personnel

TITLE: INCLEMENT WEATHER	NUMBER 8.10
	PAGE 3 OF 3

**8.10.3.2 USE OF CITY VEHICLES FOR TRANSPORTATION OF SERVICE
CRITICAL PERSONNEL**

Based on roadway conditions and manpower resources, the Watch Commander may authorize the use of city vehicles for the transportation of Service Critical Personnel from their homes, if within the city limits, to their work assignments.

TITLE: POLICE CHAPLAINCY PROGRAM	NUMBER 8.11
EFFECTIVE DATE: 01-24-05	PAGE 1 OF 5
REVISION HISTORY: (Adopted 01-24-05)	

8.11.1 INTRODUCTION

The mission of the Police Chaplaincy Program is to provide a voluntary ministry of guidance and counseling to all members of the Greensboro Police Department upon request. The Police Chaplains will perform such duties as may contribute to the nurture and enhancement of a member's spiritual, personal, private and professional life. On occasion, police chaplains will be requested to assist civilians who, when involved with police operations, express a desire to have religious/spiritual counseling but have no local clergy upon which to call (e.g., traffic fatality investigation involving family from out-of-state.) All police chaplains will perform such duties in the position of "minister."

While this program has a religious or spiritual component, it is not intended to be an endorsement of any religious or faith-based organization. The Chaplaincy Program is non-denominational and is being provided by volunteer clergy without financial compensation.

The number of Police Chaplains assigned to this program will be made at the discretion of the Chief of Police, and shall consist of members from religious faiths reflective of the diversity within the agency and community. The organizational responsibility for the Police Chaplaincy Program will rest with the Commanding Officer of the Division of Organizational Development, who will oversee, facilitate and implement this program.

8.11.2 REQUIREMENTS

Volunteers applying to serve as departmental Chaplains must be licensed and/or ordained as a minister or clergyperson and will provide a letter from their church or denomination, endorsing their request to serve. It is recommended that an applicant have a minimum of three (3) years of professional experience in the ministry field. Each applicant must possess a valid North Carolina Driver's License and shall be carefully screened through a background check and an oral interview.

The Chief of Police will be responsible for the selection of all chaplains, following a review of recommendations made by the Commanding Officer of the Division of Organizational Development. Appointments to the Chaplaincy Program will be made with special consideration to the Department's needs, including, but not limited to, religious and ethnic diversity.

All appointments made to the Police Chaplaincy Program do not carry tenure, and may be revoked at the discretion of the Chief of Police.

Upon appointment, each candidate will attend orientation training designed to introduce the Chaplain to the function and mission of the Greensboro Police Department, and to provide direct and specific guidance regarding all duties and responsibilities. This training is the formal responsibility of the Commanding Officer of the Division of Organizational Development. Upon completion of training, each candidate will receive a detailed outline of the expectations and duties for the position of Chaplain. Additionally, periodic training will ensure each Chaplain is updated on organizational needs and assistance programs, and resources available.

Each Chaplain will be assigned to a particular division within the agency, but may correspond with any departmental member as appropriate or requested. Chaplains will seek assistance from other departmental Chaplains of different faiths as needed and appropriate.

TITLE: POLICE CHAPLAINCY PROGRAM	NUMBER 8.11
	PAGE 2 OF 5

Chaplains will be requested to devote a minimum of **10 hours a month** in service to the Greensboro Police Department, which may include personal contacts, telephone calls, ride-along participations, and training.

Communication between a Police Chaplain and an employee is considered privileged by the Department, except for those matters which involve violations of the law or Departmental misconduct. All Police Chaplains must comply with directives concerning the duty to report violations of laws, rules, or directives.

8.11.3 SUPPORT ORGANIZATIONAL EFFORTS IN COUNSELING AND ASSISTANCE

The Police Chaplaincy Program will offer support to members and their families in times of crisis and need and to assist in dealing with situations of stress and tension, which can be destructive to personal life and family relationships. The Chaplain should offer assistance of other “agency supported services” as appropriate (i.e. the Peer Support Team, Employee Assistance Program, the Police Psychologist, etc.), through personal member contact, or by notifying the Commanding Officer of the Division of Organizational Development.

Police Chaplains may be requested to be available to provide assistance to members in times of crisis. For facilitating contact in such times of crisis, police chaplains may be issued a departmental pager.

8.11.4 PERSONAL COUNSELING ACTIVITIES

The purpose of personal counseling is to help a person deal with personal issues in a constructive manner so as to productively lessen stress and tension.

This service will include as its primary goals, counseling directed:

- ◆ To help the member cope with difficult circumstances emotionally
- ◆ To assist the member in determining a personal plan of action directed to deal with these circumstances and,
- ◆ To work with the member towards a final resolution to overcome personal issues

Personal counseling may involve both a member and/or their family. Additionally, upon supervisory approval the chaplain may be requested to provide personal counseling to assist civilians who, when involved with police operations, express a desire to have religious counseling, but have no local clergy available upon whom to call. The Commanding Officer of the Division of Organizational Development shall be advised when the Chaplain(s) are used for this purpose.

8.11.5 RELIGIOUS COUNSELING

The Chaplain will assist in religious counsel, conversation or other guidance as requested. In conducting this type of support, the chaplain will:

TITLE: POLICE CHAPLAINCY PROGRAM	NUMBER 8.11
	PAGE 3 OF 5

- ♦ Engage in religious counsel, conversations of a spiritual nature or other interactions as requested, whichever the chaplain believes to be most beneficial and appropriate.
- ♦ Furnish literature, upon request, that deals with special needs and concerns of a member.
- ♦ Practice a ministry of “presence” in and about the Department that may invite members to consider the services of the Chaplaincy Program.
- ♦ Refer the member to another Chaplain or a religious leader of a different faith, as requested or needed by the member.
- ♦ Refer the member to other “agency sponsored support service” (i.e. Peer Support, Employee Assistance Program) as appropriate.

8.11.6 SERVICES TO THE SICK AND INJURED

Upon notification of a current member who is suffering a serious illness or injury, the Chaplain will make an attempt to visit with the member and/or family to offer counseling and comfort on behalf of the agency.

8.11.7 SERVICES RELATED TO WEDDINGS, MEMORIAL SERVICES, AND FUNERALS

A Chaplain will be available to conduct weddings, memorial services, and funerals, upon request of the agency or member/family. Services may vary according to departmental, family and individual needs; however notification for such ceremonies will be forwarded by the Chaplain directly to the Commanding Officer of the Division of Organizational Development. The Commanding Officer will ensure such ceremonies comply with departmental goals and procedures, and coordinate the Chaplain's response with any additional support units requested (e.g., Honor Guard).

8.11.8 RIDE-ALONG PROCEDURES

One of the Chaplain's main responsibilities is to “ride” with officers during the performance of their duties, thereby keeping the Chaplain familiar with the duties of policing, and providing a presence to field officers. This program gives the Chaplain an opportunity to visit with individual members personally, initiate conversation beneficial to the officer, and to develop a relationship of trust and confidence. Chaplains are strongly encouraged to utilize this process as the primary basis for their services.

PROCEDURES FOR CHAPLAIN RIDE-ALONG

The Chaplain shall:

- ♦ Ride in usual dress attire or the Chaplain's Uniform issued by the agency.
- ♦ Ride as a member of the Department with the complete understanding that **a Chaplain is not a police officer.**

TITLE: POLICE CHAPLAINCY PROGRAM	NUMBER 8.11
	PAGE 4 OF 5

- ◆ At no time, interfere with the officer's performance of official duty.
- ◆ Listen for areas of tension in the officer's personal life, in which the chaplain might be able to offer assistance.
- ◆ Refrain from forcing their ministry services upon anyone, but rather let the member know that they are available if they can assist.
- ◆ Ride with different officers at random, or upon request by the officer, their supervisor or their Commanding Officer. Usually, Chaplains will refrain from repeatedly riding with the same officers unless necessary to carry out a duty of their services.

8.11.9 HOSPITAL SERVICES: SERIOUS INJURIES OR DEATH INVOLVING MEMBER

In the event police personnel become seriously injured or killed, a Chaplain will upon request, respond to the hospital and serve as a liaison between the Greensboro Police Department and the hospital's chaplaincy staff; being careful not to adversely interfere with the mission of either organization. The main focus of the Police Chaplain during these activations will be to enhance the role of ministering to the member's friends, family and other departmental members.

8.11.10 DEATH/SERIOUS INJURY NOTIFICATIONS: MEMBER OF DEPARTMENT

A Chaplain will be available, upon request, to assist in providing support and comfort to families of police personnel who have been seriously injured or killed in the line of duty. A Chaplain may be assigned to accompany the senior ranking officer when making such notification, to offer departmental condolences and support, however at no time will the Chaplain personally deliver a death/injury notification, as such is the sole responsibility of the senior ranking officer.

8.11.11 DEATH NOTIFICATIONS: GENERAL PUBLIC

The Chaplain may, upon request of a supervisor, be asked to assist in a "death notification call" that occurs within the Greensboro Police Department's jurisdiction. Upon such request, the Chaplain may accompany the assigned officer when making notification to offer departmental condolences and support, however at no time will the Chaplain personally deliver a death notification, as such is the sole responsibility of the assigned officer. The Commanding Officer of the Division of Organizational Development shall be advised when the Chaplain(s) are used for this purpose.

8.11.12 OPERATIONAL REQUESTS

The Chaplain will provide any operational assistance needed by the Greensboro Police Department when such is requested and approved by the ranking officer responsible for the operation or event (i.e. full Peer Support Team activation, assistance in counseling to departmental members following tragic/critical police incident, etc.).

8.11.13 ISSUED EQUIPMENT

Chaplains will, upon approval for assignment be issued the following equipment:

TITLE: POLICE CHAPLAINCY PROGRAM	NUMBER 8.11
	PAGE 5 OF 5

- Police Chaplain / Police Identification Card
- Chaplain Shirt
- Chaplain Jacket
- Departmental Pager *(if requested)*
- Stinger Flashlight



Chapter 9



TITLE: MAINTENANCE AND ACCOUNTABILITY OF DEPARTMENTAL PROPERTY	NUMBER 9.1
EFFECTIVE DATE: 09-03-2008	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R3/09-03-2008	

The Fiscal Management Section shall be responsible for the Department's fiscal management function. This includes coordination of the annual budget preparation, the supervision of internal expenditures and related controls, and the maintenance of liaison with the City's Finance Department.

The Fiscal Management Section will be responsible for preparing certain sections of the Department's annual budget, including all of the salaries and benefits sections, and the following operational accounts: telephone and cellular; insurance and bonds. The Logistics Section will be responsible for preparing capital requests for replacement vehicles, vehicle lease, automotive supplies and expenses. All other capital and operating requests and new programs will be prepared by individual Commanding Officers. The Fiscal Management Section will provide the specific instructions and financial data needed for the preparation of divisional budgets. Additionally, the Fiscal Management Section will be responsible for organizing the Department's final budget request and its submission to the Finance Department.

The Fiscal Management Section will oversee the execution of the Department's budget and monitor all expenditures of Departmental funds. All purchase orders and requisitions for the procurement of Departmental properties will be routed through this section. The Fiscal Management Section will provide a Monthly Status Report to each division regarding current appropriations, encumbrances and expenditures, and unencumbered balances.

The Fiscal Management Section will maintain Departmental records regarding the assignment of all capital items and will coordinate an annual audit or inventory of such properties. Division Commanding Officers/Directors will notify the Fiscal Management Section, in writing, whenever any capital item is transferred between units or when disposal of an item is requested.

Division Commanding Officers/Directors will be responsible for the use and safekeeping of all capital and noncapital properties acquired through divisional funds and all capital items currently assigned to their division.

The Logistics Section of the Division of Resource Management will be responsible for the procurement, storage, and issuance of all uniform and personal equipment items. Additionally, certain operational supplies common to all divisions, and unavailable through the City's Supply Room, will be acquired, maintained, and issued through the Logistics Section.

Assigned equipment will be maintained in a state of operational readiness by the employee or unit to whom the equipment is assigned.

TITLE: DEPARTMENTAL TRAVEL	NUMBER 9.2
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R3/08-16-04	

The City Travel Policy establishes the guidelines for out of town travel to professional meetings or training functions.

9.2.1 AUTHORIZATION

Employee travel on behalf of the Department requires authorization before City funds may be advanced. To obtain this authorization, the employee should complete the City of Greensboro Travel Request and Authorization Form (Fin-Acct-4-171) and forward this form through division and bureau channels for approval and then to the Fiscal Management Section for processing. The Division/Bureau Commander indicates approval by his initials, which will be placed to the left of the line requesting the Department Head's signature.

9.2.2 ADVANCED TRAVEL FUNDS

In order to receive City funds prior to departure, the employee should attach a check order to the Fiscal Management Section's copy of the Travel Request and Authorization form and submit it at least five business days in advance of departure.

City Finance issues advanced travel checks payable to the employee and in \$5 increments. Employees may pick up checks from the Fiscal Management Section on the last business day prior to departure.

9.2.3 TRAVEL EXPENSE AND SETTLEMENT REPORT

Within three business days after returning from travel, the employee will retrieve the original Travel Expense and Settlement Report from the Fiscal Management Section. The employee will complete the report legibly and return the original report, with the required documentation attached, to the Fiscal Management Section. Should a balance be due the City, the employee must return extra funds directly to the City Collections Division.

All inquiries concerning travel and related policies may be directed to the Fiscal Management Section.

TITLE: CLAIMS OF CITIZENS ARISING OUT OF POLICE ACTION	NUMBER 9.4
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

Officers should advise citizens who feel they have a claim against the City, as the result of some police action, to contact the Insurance Advisory Committee of the City of Greensboro to file their claim.

Officers shall not make any statement, agreement for payment, or assume any obligation which could be interpreted as creating liability for the City.

TITLE: JOB ANALYSES AND ANNUAL REVIEW OF POSITIONS	NUMBER 9.5
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R2/08-16-04	

9.5.1 JOB ANALYSES

The Fiscal Management Section maintains a file of written job analyses for all positions in the Department. The Department uses job analyses to provide City Personnel with current information which might impact the City's job classification plan. The results of job analyses also clarify specific duties and responsibilities for employees in each position. They aid in developing training programs and in developing internal inspection processes by focusing attention on specific tasks performed by police personnel.

A job analysis will be conducted when needed by the unit having authority over the position. The Fiscal Management Section will provide material required for the job analyses.

Each analysis should include a complete description of duties and responsibilities for each different position in the unit and, when completed, be forwarded to the Fiscal Management Section.

9.5.2 ANNUAL REVIEW PROCEDURE

The Executive Officer of the Division of Resource Management **is** responsible for coordinating an annual review of each job in the Department. This review should determine any major changes which could affect the classification plan, the Department's training curricula, or Departmental policies and procedures with respect to employee assignment.

The methodology for conducting the job analysis will be at the discretion of the Executive Officer of the Division of Resource Management. Policies and procedures governing the job analyses and annual reviews will be developed and maintained as standard operating procedures of the Fiscal Management Section.

9.5.3 DISTRIBUTION

The Fiscal Management Section will forward the complete job analyses with revisions, if necessary, to City Personnel and other units which maintain files of job descriptions.

TITLE: DEPARTMENTAL PURCHASE POLICY	NUMBER 9.6
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R3/08-16-04	

No Department employee is authorized to obligate any City funds or Departmental funds for the purchase of any goods or services without first following purchase procedures as stipulated by the City of Greensboro. This involves the submission, in advance, of a purchase requisition or check order for approval before any purchase is finalized. The Finance Department is responsible for ensuring that all acquisitions of goods and services are according to North Carolina General Statutes, City Ordinance and policy. The Fiscal Management Section functions as the Department liaison with City Purchasing and Finance and can answer questions concerning Department purchase procedure.

An exception to this directive is an emergency purchase made in accordance with the current City petty cash policy. Petty cash is the method used to reimburse employees for minor expenditures incurred on behalf of the City. Purchases are limited to \$50 (excluding sales tax). Items purchased must be immediately required and either not available or impractical to obtain from the City's supply room. The employee should contact the Fiscal Management Section for reimbursement.

TITLE: PERSONAL USE OF DEPARTMENTAL TELEPHONES	NUMBER 9.7
EFFECTIVE DATE: 3-24-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 3-24-04)	

9.7.1 PURPOSE

This policy provides guidelines associated with personal calls made on Departmental desk and cellular telephones.

9.7.2 DESK TELEPHONES

The Department recognizes that there may be times employees will need to use Departmental desk telephones to make personal telephone calls. Personal calls made to local telephone numbers on desk sets are included in the monthly base fee and do not incur additional costs for the Department. However, long distance telephone calls do incur additional charges. Therefore, employees are responsible for payment of all personal long distance calls made on Departmental desk telephones.

Employees shall examine their monthly phone bill and determine which long distance calls, if any, are personal in nature. Employees shall bring payment to the Fiscal Management Section. These moneys will be deposited back into the Department's phone account at the end of each month.

9.7.3 CELLULAR TELEPHONES

The Department's cellular telephone payment plans have dedicated blocks of minutes allocated to each phone. However, when cell phones are used for personal calls, it reduces the available minutes for business calls for which the phones were intended. While it is acceptable under our policy to use Departmental cell phones for personal use, the Department shall recoup the costs of personal calls made on Departmental cell phones.

Employees shall examine their monthly cell phone statements and identify all personal cell phone calls made utilizing their Departmental cell phone. From the billing statement, employees should be able to determine how many minutes were expended for each personal call. The per minute charge for personal cellular phone calls shall be determined by the Fiscal Management Section based upon the current cellular phone billing plan.

Employees shall determine the total number of minutes utilized on personal calls and multiply that by the applicable per minute rate to determine the amount owed to the Department. Employees shall bring payment to the Fiscal Management Section. These moneys will be deposited back into the Department's phone account at the end of each month.

Supervisors shall review monthly cell phone usage reports for their assigned personnel.



Chapter 10



TITLE: FORMS AND MANUALS CONTROL	NUMBER 10.1
EFFECTIVE DATE: 06-02-08	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R4/06-02-08	

The Accreditation Management Section of the Office of the Chief of Police is responsible for the approval of all forms and manuals used by the Department.

Organizational units developing a new form or manual or modifying an existing one should submit proposals to the Accreditation Management Section for coordination and approval.

Forms already in use are catalogued in the Accreditation Management Section and will be periodically reviewed to ensure the best use of resources.

The manuals which are currently in use by the Department are:

- Administrative Reports Manual
- Civil Disturbance Response
- All-Hazard Response
- Department Reports Manual
- Departmental Directives Manual
- Field Training and Evaluation
- Range Officers' Manual
- Structure and Functions Guide
- Supervisor's Legal Manual
- Unit Standard Operating Procedures

TITLE: CITATIONS	NUMBER 10.2
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-94) R4/08-16-04	

10.2.1 PERMITTED USES

The North Carolina uniform citation is utilized by the Department for the enforcement of traffic and selected criminal offenses. Upon issuance, the citation becomes a record source document for the Department and a legal paper for judicial processing.

North Carolina General Statute 15A-302 provides the legal authority for the use of citations in misdemeanor offenses. Under this statute, a police officer may issue a citation to a person who he has probable cause to believe has committed a misdemeanor.

Any misdemeanor offense may be processed by non custodial procedure. Misdemeanor offenses not occurring in the officer's presence must be handled by non custodial proceedings, unless:

- The person will not be apprehended unless immediately arrested, or
- The person may cause physical injury to himself or others, or damage to property unless immediately arrested, or
- The offense is for shoplifting.
- The violation is a domestic violence offense as recognized in GS 15A-401(b)(2)d.

Any other misdemeanor offense may be processed through non custodial proceedings, at the discretion of the officer. There may be instances where custodial arrest is in the best interest of all involved. Instances where custodial arrests could be considered include:

- To prevent a further breach of the peace.
- Search of an individual is required to obtain evidence or the fruits of a crime.
- Assaults on law enforcement officers.
- Other serious assaults.
- Photographs and/or fingerprints are desired.
- No positive identification of the person is available.
- The person is not able to care for himself.

Once probable cause is established, the decision to issue a citation for a misdemeanor offense in lieu of a custodial arrest is to be that of the officer involved. The decision to issue a citation should be reversed by the officer during his contact with the person if any of the following conditions are encountered:

- The removal of the person from the scene is necessary to prevent a further breach of the peace.

TITLE: CITATIONS	NUMBER 10.2
	PAGE 2 OF 4

- Unacceptable or no reasonable means of identification.
- Reasonable belief that the person to be cited will not appear in court on the date and time specified. Such person's refusal to sign the citation shall not constitute grounds for his arrest.

When a person is cited to court and no physical arrest is made, the following procedures are prohibited:

- Search of the person incident to arrest, unless consent is obtained. The threat of custodial arrest to obtain permission to search a person is duress and will not be used. Nothing in this directive prohibits the use of the "pat down" or "frisk" type search of any person the officer has reason to believe is armed, as long as the "frisk" is limited to that purpose.
- The taking of photographs or fingerprints absent consent of the person cited.

10.2.2 ACCOUNTABILITY

To ensure the integrity of the citation use system, it is necessary for the Department to account for all citations received.

The office of the Guilford County Clerk of Court serves as the distributing agency for the uniform citation for our Department. Pursuant to provisions imposed on the Clerk of Court's office by the Administrative Office of the Court and the State Auditor's office, a copy of all citations used or voided must be returned to the Clerk's office for accountability purposes; each Departmental member will be held strictly accountable for all citations received.

Upon receipt of used citation books, the Records Administrator of the Division of Information and Technology shall verify and account for each citation contained therein and deliver to the office of the Clerk of Court all books contained within the block of citation books originally received. The supervisor shall receive from the Clerk of Court's office and maintain as a section file a copy of the "assignment and receipt" record of all books returned.

The practice of lending citations to other members will not be permitted if the loan entails removing all copies of the citation from the original book. In such cases, the entire book should be lent and returned to the member with the Officer's Copy (white) intact.

10.2.3 COPY DISTRIBUTION

Upon issuing a citation for enforcement purposes, the issuing officer will process the four copies of the citation as follows:

- Original/court copy (white) - Turned in to the Records Management Section.
- Defendant's copy (pink) - Given to the violator named on the citation.
- Division/audit copy (yellow) - Turned in to the Records Management Section to serve as the Departmental copy.

TITLE: CITATIONS	NUMBER 10.2
	PAGE 3 OF 4

- Officer's copy (white) - This copy will remain in the citation book and will not be removed under any circumstances, and will serve as the accountability copy.

On all non traffic offenses, as well as all custodial offenses, an arrest sheet must be completed and filed. The citation number will be recorded in the "details of arrest" section of the arrest sheet.

10.2.4 SPECIAL CIRCUMSTANCES

Since all citations must be accounted for by State Statute, any lost or stolen citation must be strictly accounted for by memorandum, through channels, to the officer's Commanding Officer. The memorandum will state the exact circumstances under which the citation was lost or stolen. The Division Commanding Officer will forward a copy of the memorandum to the Commanding Officer of the Division of Information and Technology.

Occasionally, in custodial arrest situations, where the officer has written out the charges on the citation form, the Magistrate may find no probable cause. In this event, the following procedure will be followed:

- The officer will release the person arrested from custody. Based upon the circumstances, the officer may elect to return the person to the place of arrest.
- The Magistrate will sign and/or otherwise note on the citation the action taken. The Magistrate will keep the original white copies and the pink copy of the citation.
- The officer will file the Departmental (yellow) copy at the Records Management Section with the arrest report. The "details of arrest" section of the arrest sheet should reflect that the case was dismissed for a finding of no probable cause and should contain the name of the Magistrate, as well as the date and time of the hearing.

10.2.5 VOIDING/DISMISSAL

All requests for the dismissal of charges prior to trial will be coordinated through the office of the Police Attorney, with a request coming from the Division Commanding Officer of the officer who made the charge.

In order to maintain the integrity of the citation system, as well as to facilitate a professional process for voiding citations, strict Departmental guidelines must be followed in order to void a citation. Each officer should exercise a high degree of care in the issuance of a citation in order to keep errors at a minimum. Once a citation has been forwarded to the Clerk of Court, it cannot be voided; it must be dismissed in court. No citation can be voided unless all copies are voided and are in the possession of the officer at the time the citation is voided. Citations will only be voided for two reasons:

- Information error, or
- Error in the officer's judgment.

The following procedures apply to voiding a citation:

TITLE: CITATIONS	NUMBER 10.2
	PAGE 4 OF 4

- All copies except the officer's (white) copy will be removed from the citation book. They will be delivered with an explanation to the issuing officer's supervisor. The supervisor will write the explanation on the bottom portion of the citation and also state what citation number was written (if informational error) to replace the voided citation.
- The supervisor voiding the citation will write the word "VOID" across the face of the citation, ensuring that all three copies are legibly marked.
- The supervisor will sign and date the voided citation.
- The three copies will be forwarded to the Commanding Officer of the Division involved for concurrence by signature.
- The three copies will be forwarded to the Records Management Section for disposition, and a copy will be kept on file in the Records Management Section.
- The officer's (white) copy of the citation will remain in the citation book. This copy should be marked "VOID" by the officer.

TITLE: AUTHORIZATION TO MAINTAIN SENSITIVE FILES	NUMBER 10.3
EFFECTIVE DATE: 12-16-04	PAGE 1 OF 2
- REVISION HISTORY: (Adopted 04-15-97) R4/12-16-04	

10.3.1 AUTHORIZATION

Due to the sensitive nature of some of the activities conducted by various Divisions and Sections of the Department, it shall be the policy of this agency to authorize certain operational components to maintain files and records specific to the particular function of the unit. These sensitive files will be available for review only to those members of the Division maintaining the file and to others as determined by the Division Commander. Those files described below are authorized as sensitive files to be maintained by the following Divisions.

10.3.2 FISCAL MANAGEMENT SECTION

- Confidential Funds Summary Files
- Federal Forfeiture Files

10.3.3 CRIMINAL INVESTIGATIONS DIVISION

- Confidential Funds Files
- Informant Files
- Active and Closed Child Victim Investigation Files
- Active and Closed Juvenile Delinquency Case Files

10.3.4 PATROL DIVISIONS

- Confidential Funds Files
- Informant Files

10.3.5 DIVISION OF RESOURCE MANAGEMENT

- Recruiting Files
- Selection Files
- Personnel Files

10.3.6 DIVISION OF PROFESSIONAL STANDARDS

- Files relative to employee conduct and the disciplinary process

10.3.7 SPECIAL INTELLIGENCE SECTION

- Files developed pursuant to intelligence-gathering activities
- Confidential Funds Files
- Informant Files

10.3.8 VICE/NARCOTICS DIVISION

- Confidential Funds File
- Informant File
- Files developed pursuant to intelligence gathering activities

TITLE: AUTHORIZATION TO MAINTAIN SENSITIVE FILES	NUMBER 10.3
	PAGE 2 OF 2

10.3.8 RETENTION OF FILES

All files authorized by this directive will be maintained and purged in accordance with the North Carolina Retention Schedule for Police Department Records.

TITLE: CRIMINAL INVESTIGATION CASE FILE MANAGEMENT	NUMBER 10.4
EFFECTIVE DATE: 03-18-05	PAGE 1 OF 2
REVISION HISTORY: (Adopted 10-12-04)R1/03-18-05	

10.4.1 PURPOSE

It is the responsibility of the Greensboro Police Department to thoroughly investigate reports of criminal violations of the North Carolina General Statutes and to maintain Case File records of those investigations according to general statute, case law and accepted rules of evidence. It is the purpose of this directive to establish procedures which will insure these records are available for examination and use as prescribed by law.

10.4.2 DEFINITIONS

For the purposes of this directive, the following definitions apply:

- *Case File:* The investigative file, including all reports, forms and notes used in the follow-up investigation of a case, maintained and stored by the investigative unit responsible for the follow-up investigation of that case.
- *Field Notes:* Any written notations pertaining to a case under investigation, **regardless of who recorded the notes or the manner in which the notes were recorded.**

10.4.3 FIELD NOTE PROCEDURES

It is established by North Carolina General Statute 15A-903(a) that all records of a criminal investigation for an alleged felony must be readily available, upon request, to both parties of a criminal proceeding. This includes not only official investigative and supplemental reports, lab reports, etc., but investigative case notes as well. The following procedures shall be adhered to in regards to the maintenance and submission of all *felony* investigative notes:

- All officers shall record their investigative notations on the "Greensboro Police Department Field Notes" forms created expressly for this purpose. (If emergency circumstances result in the notation being recorded on anything other than these forms, the same procedures contained in this directive shall be followed.)
- As soon as possible after completion of the required official reports, one copy each of all field notes must be forwarded to the following Divisions:
 - Division of Information and Technology-Records Management Section, and
 - The division responsible for the follow-up investigation, (i.e. Metro CID, Southern Division Investigative Unit, etc.)

TITLE: CRIMINAL INVESTIGATION CASE FILE MANAGEMENT	NUMBER 10.4
	PAGE 2 OF 2

- The original notes must be turned in to the Investigative Support Division, Property/Evidence Section, using the **GREEN** “Investigative Field Notes” envelopes designed for this purpose. The envelopes should be sealed according to evidence packaging guidelines. The completion of an evidence control card is not required. “Investigative Field Notes” will be stored by evidence personnel apart from other physical evidence.

10.4.4 CONFIDENTIAL INFORMATION AND CRIME STOPPERS CONSIDERATIONS

Nothing in the “Discovery Laws” is intended to compromise the confidentiality of informants and “Crime Stoppers” callers; however precautions must be taken to insure the identity of these sources is protected.

It is essential that current procedures for the handling of Crime Stoppers tips and confidential informants be adhered to. Under no circumstances should a confidential informant be referred to by name on any field notes. If, in the course of an investigation, an officer learns of the identity of a crime stoppers caller, the identity information should not be recorded on any field notes, or the Crimes Stoppers Tip Sheet.

10.4.5 CASE FILE MANAGEMENT AND RETENTION

Maintenance and retention of the Investigative Case File shall be the responsibility of the investigative unit which is assigned the follow-up investigation of that case. Case files will remain in the custody of the primary follow-up investigator until such time as the investigation is no longer active. At that point, the file will be stored in a secure location established by the investigative unit for that purpose. Procedures shall be in place to insure that, if the file is needed after being stored, a record is kept at all times as to who has physical possession of the file. Only investigators and their supervisors shall have access to the file storage location, or authorization to remove files from that location.

Procedures shall be implemented to insure the timely purging of all investigative files, based on the type of case and not in conflict with records retention laws pertaining to those files.

TITLE: CITY COUNCIL AGENDA ITEMS	NUMBER 10.5
EFFECTIVE DATE: 12-22-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 12-22-04)	

10.5.1 PURPOSE

The purpose of this directive is to provide guidance to Departmental employees in the proper submission of City Council Agenda Items.

10.5.2 PROCEDURES

For the effective and efficient management of the City Council agenda items, it is necessary for the City Manager's Office to be apprised of upcoming agenda items several weeks in advance of scheduled City Council meetings. Therefore, City staff has developed policies and procedures applicable to all Departments to facilitate this effort. These procedures are outlined on the City's Intranet site under "Documents & Forms" ... "Clerk"... "Schedule Items on Council Agenda".

To facilitate this effort, employees should follow the instructions and procedures listed on Citynet site. However, instead of sending the Agenda Request Form to the Clerk's Office, the Agenda Request Form should be forwarded to the Commanding Officer of the Division of Resource Management.

10.5.3 DIVISION OF RESOURCE MANAGEMENT RESPONSIBILITIES

The Division of Resource Management will serve as the facilitator of all City Council agenda item requests disseminated from the Police Department.

10.5.4 COORDINATION WITH THE OFFICE OF THE CHIEF OF POLICE

All City Council Agenda Items disseminated from the Police Department will be authorized and coordinated through the Office of the Chief of Police prior to submission.



Chapter 11



TITLE: PRISONER HANDLING AND TRANSPORT	NUMBER 11.1
EFFECTIVE DATE: 08-27-2008	PAGE 1 OF 10
REVISION HISTORY: (Adopted 09-01-94) R12/08-27-2008	

11.1.1 GENERAL POLICY

Personnel will take those measures which will reasonably ensure safety and security for prisoners, the transporting officers, and the general public. These measures will be followed by all officers who transport prisoners in Greensboro Police Department vehicles or who exercise control and custody over prisoners transported in other vehicles.

The primary duty of an officer when transporting a prisoner is the safe delivery of the prisoner in his care. An officer transporting a prisoner should not become involved in responding to the need for law enforcement services. Only where the risk to third parties is both clear and grave and the risk to the prisoner is minimal should the officer stop to render assistance or become involved in a request for law enforcement service.

11.1.2 SEARCH PRIOR TO TRANSPORT

Each police vehicle used for transporting prisoners will be searched for contraband or weapons at the beginning and end of each duty day by the officer in charge of the vehicle. In the event contraband or weapons are found, the on-duty supervisor will be notified and the property will be turned in as found property and any appropriate administrative investigation conducted.

Additionally, prior to placing a prisoner in a police vehicle for transporting, the transporting officer will ensure that no contraband or similar items or weapons are present in the area the prisoner is to occupy.

After removing a prisoner from a vehicle in which he has been transported, the area occupied by the prisoner will be searched for contraband or weapons.

Any officer who transports a prisoner not having already been searched in that officer's presence shall personally search the prisoner prior to transportation.

When there is a need to search members of the opposite sex, officers shall, when feasible, arrange for the person to be searched by an officer of the same gender as the individual detained or in custody. When circumstances do not allow this, the officer will, when possible, secure the physical presence of another officer to witness the search process. In those instances where the officer must search a member of the opposite sex himself or herself, reasonable procedures will be utilized which minimize embarrassment to the individual without diminishing the officer's personal safety.

11.1.3 TRANSPORTATION

Transportation of prisoners will be accomplished according to procedures which address the safety of the officer as well as the security and welfare of the prisoner being transported. Since every eventuality cannot be predicted, unusual or special circumstances may require that an officer deviate to some extent from the following procedures, keeping officer safety and prisoner security in mind. The following general principles apply:

- No more than one prisoner will be transported in a vehicle having no shield and without a backup or guard officer.

TITLE: PRISONER HANDLING AND TRANSPORT	NUMBER 11.1
	PAGE 2 OF 10

- Officers should not lose sight of any prisoner being transported.
- A prisoner being transported should not be allowed to communicate with anyone other than the transporting officer(s).

Prisoners transported in police vehicles equipped with shields will normally be placed in the rear seat area.

When a single officer is transporting a prisoner in a vehicle without a shield, the prisoner should be placed on the front passenger seat, with hands cuffed behind the back, and properly secured with a seatbelt.

When two officers transport a prisoner in a vehicle without a shield, the prisoner should be placed in the right rear passenger seat and seatbelted in with hands cuffed behind the back. The passenger officer should sit in the left rear passenger seat behind the driver.

During the transport of a prisoner over a long distance or time period (out of town) and a meal is required, the selection of the place where the meal is to be taken should be done randomly. If the prisoner must use toilet facilities, he should be kept in sight by the transporting officers.

Whenever officers are going to transport prisoners over a long distance or a long period of time, an all male officer team will not be used to transport a female prisoner, nor will an all female officer team be used to transport a male prisoner.

In the event a prisoner is injured or becomes ill during transport over a long distance, the transporting team will proceed to the nearest medical facility and notify, as soon as practical, their Commanding Officer or the Watch Commander.

In the event that a prisoner needs to be exchanged between an officer of the Greensboro Police Department and another law enforcement agency, the exchange should occur at a secure location where at least one of the agencies has jurisdiction.

11.1.4 RESTRAINT

The restraint of prisoners should be done with the safety of the officer and the security and welfare of the prisoner in mind.

Handcuffs: Officers should handcuff the following persons:

- Any person under arrest who is violent, resisting arrest or threatening the safety of the officer or other persons present, or who the officer reasonably believes poses a threat of such violence.
- Any person legally under police control who is violent or threatening the safety of himself, the officer, or other persons present, or who the officer reasonably believes poses a threat of such violence. An example would be a violent mental commitment.

The fact that the person in custody is a female or juvenile does not, in itself, preclude the use of handcuffs. A reasonable belief that resistance, violence, or a threat to safety will result dictates whether handcuffs will be used, irrespective of sex or age.

TITLE: PRISONER HANDLING AND TRANSPORT	NUMBER 11.1
	PAGE 3 OF 10

An individual should be handcuffed behind the back, with the palms facing outward, to reduce the possibility of manipulating the handcuffs. Unusual or special circumstances in a given situation may require an officer to deviate to some degree from this procedure.

The handcuffs should be tightened only enough to effectively secure the person's wrists. The wrists should be checked for cutting and swelling, and the handcuffs loosened, as necessary. Cuffs should be double-locked whenever possible.

A handcuffed prisoner should be secured with a seat belt during transporting, if possible.

If a person has been handcuffed and the custody procedures will be completed in a reasonable period of time, the handcuffs should remain in place until the person is jailed, released from custody, or no longer poses a threat of violence.

Removal of the handcuffs to allow the person to sign custody or legal documents should not be done unless the officer is satisfied that removal may be done safely. If not, the officer's name should be signed on the form with the notation "prisoner handcuffed."

When the custody procedures cause a delay and the human needs of the person must be attended to, the handcuffs may be removed, provided the officer believes the needs are valid and the person can be controlled, and there are sufficient officers present to control the person.

No person will be handcuffed to the interior of a vehicle or building, nor be placed in a vehicle with self-locking doors without an officer present during the time the person is in the vehicle. The only routine exception to this policy is the handcuffing of a prisoner to the security railing provided for such use in the jail booking room. Unusual or special circumstances in a given situation may require an officer to deviate to some degree from this procedure.

Flexicuffs: When the use of regular handcuffs is not appropriate, feasible, or sufficient, flexicuffs may be used. Padding may be used to prevent injury to the wrists. Flexicuffs may be used for leg restraint, as necessary.

Additional Restraint: Sometimes it is necessary to use a higher level of restraint than just handcuffing. In those cases, there are alternative restraint techniques which may be used. In addition to the wrists, the feet or ankles of the prisoner may be secured to restrict the independent movement of the feet and legs. For this purpose, training is provided in the use of the RIPP HOBBLE restraining device. If further immobility is needed, the secured wrists and ankles of the prisoner may be linked together using flexicuffs or the hobble device. At no time shall the wrists and ankles of a prisoner be linked together using the RIPP HOBBLE restraining device, unless the prisoner can be seated in an upright position, or on their side **If** this is done, the knees of the prisoner will not be bent more than 90 degrees to prevent stress being placed on the prisoner's chest muscles or diaphragm which might contribute to a positional asphyxia situation. A prisoner restrained with both the wrists and ankles secured will be transported on his side or in a sitting position. It is the responsibility of the arresting officer to ensure the prisoner is under direct observation from the time he is restrained in this manner until the restraints are removed or the custody of the prisoner is turned over to another agency. The arresting officer may utilize an assist officer for direct observation of the prisoner.

TITLE: PRISONER HANDLING AND TRANSPORT	NUMBER 11.1
	PAGE 4 OF 10

Gagging: Placing any material in the mouth of a prisoner to further restrict a prisoner ("gagging") is prohibited. Where there is a problem with the prisoner spitting bodily fluids at or on the officer or another person, a surgical mask may be placed on the prisoner. The mask will be secured around the arrestee's face by tying one set of ties around his head. The other set of ties will not be used, allowing the mask to drape in front of the arrestee's mouth and nose without interfering with the arrestee's ability to talk or breathe.

Sick or Injured Prisoners: Restraining devices should be used on sick or injured prisoners if the officer feels that the prisoner is a threat to himself, the officer, or any other person. Each individual instance will be evaluated on its own, and the transporting officer will use discretion based upon the threat level he feels is present.

Physically and Mentally Handicapped Prisoners: These prisoners present conditions for their transportation that dictate special care and attention. It may be necessary to transport medicine, insulin, and other special items for certain prisoners during transport. The safety of the prisoner and the transporting officer requires due care when transporting handicapped prisoners.

Handicapped prisoners will be handled as follows:

- The prisoner should be handcuffed or restrained with other restraining devices if he is violent, resists arrest, or poses a danger to himself or others.
- If possible, the handicapped prisoner will be transported in a police vehicle with a security shield. If the handicapped person must be transported in a special vehicle, the officer will notify the Guilford County Department of Social Services and arrange for the use of a special vehicle used for the transportation of handicapped persons. If this is not possible, the officer will contact the Sheriff's Department and ascertain if they can help in the transportation of the prisoner. The prisoner transport van, if prisoner is safely secured and prevented from moving around and possibly injuring himself, may be used.

Strait Jackets: The use of straight jackets for restraining prisoners being transported should be limited only to those prisoners who are mentally disturbed or who pose a threat of injury to themselves. If a prisoner is transported in a straight jacket, this fact must be noted on the arrest sheet. The transporting officer will be responsible for returning the straight jacket to its original location.

11.1.5 MEDICAL ISSUES

In all situations when in-custody arrestees are injured prior to, during, or after arrest; or exhibit evidence of acute illness, either of which results in an apparent need for immediate medical attention, such arrestees will be transported to a medical facility for medical assessment.

The requirements of N.C.G.S. 15A-503, as it applies to the provisions of this directive, are summarized as follows:

- Requires the officer arresting a person who is unconscious or apparently suffering from a disabling condition to make a reasonable effort to determine if the person is wearing a Medic Alert Foundation Emergency Alert Symbol. The symbol indicates the type of disabling condition.

TITLE: PRISONER HANDLING AND TRANSPORT	NUMBER 11.1
	PAGE 5 OF 10

- If a symbol is detected on the person being arrested, the officer is required to make a reasonable effort to have appropriate medical care provided.
- Failure to make a reasonable effort to discover a symbol may be considered with other evidence to determine if the officer was reasonable in ascertaining the medical needs of the person.

Arrestees contaminated with blood or other potentially infectious body fluids should be transported in separate vehicles. The transporting officer may require the prisoner to wear suitable protective covering to prevent further contamination. Officers will document on the arrest sheet when a suspect has body fluids on his person. Once a police vehicle has been contaminated, appropriate disinfecting procedures shall be initiated.

In-custody arrestees not requesting a specific medical facility will be transported, if practical, to Cone Hospital for examination and/or treatment. The officer will notify hospital admissions personnel that the subject is under arrest and supply the hospital with the officer's name and badge number. The officer responsible for transporting the arrestee to the medical facility will remain with the prisoner and will exercise custodial control over the prisoner pending release or hospital admittance. The prisoner should be kept in sight at all times whenever possible.

In order to process claims filed by hospitals for payment of prisoner treatment fees, the attending officer will complete a Report of Medical Treatment Form on all in-custody arrestees injured or becoming ill prior to, during, or following arrest and transported, or caused to be transported, to a medical facility for emergency medical treatment. It shall be the responsibility of the officer accompanying the arrestee to the medical facility to submit the completed form to the Records Management Section, along with the arrest report.

11.1.6 ESCAPE

In the event a prisoner escapes while being transported in the city, the transporting officer will immediately notify Communications and make every effort to recapture the prisoner.

An alert will be broadcast to all units. A supervisor will be requested to respond to the scene, and a written administrative investigation of the prisoner's escape will be conducted.

Other law enforcement agencies will be notified, if appropriate and circumstances warrant their involvement.

In the event a prisoner escapes while being transported outside the city, the transporting officer will:

- Attempt to apprehend prisoner.
- Notify local police authorities of the escape and request assistance.
- Notify, as soon as practical, the on-duty Greensboro Police Department Watch Commander and advise of the escape and circumstances. Depending on the circumstances, the Watch Commander may dispatch a supervisor to conduct an administrative investigation or he may elect to wait for the return of the officers to the city before conducting the administrative investigation. If the prisoner is not apprehended while officers are still outside our

TITLE: PRISONER HANDLING AND TRANSPORT	NUMBER 11.1
	PAGE 6 OF 10

jurisdiction, the transporting officers will assist local authorities in securing a warrant charging the prisoner with escape, prior to officers returning to Greensboro.

11.1.7 INTERVIEW ROOMS

Interview rooms are generally intended for the purpose of interviewing individuals in connection with criminal investigations. However, departmental interview rooms may be utilized for purposes other than in-custody prisoner interviews, such as: voluntary appearances by suspects not in custody and the taking of detailed statements from witnesses and victims of crimes. All Greensboro Police Officers are authorized to use these interview rooms. Prior to utilizing these interview rooms all officers are required to receive training in the use of these rooms consistent with the procedures outlined below. Basic responsibility for the safety and security of individuals brought to these interview rooms remains with the transporting officer, until he is relieved by any officer assuming responsibility for the individual. At that point, the safety and security of the individual will be the responsibility of the relieving officer.

For the purpose of this directive, interview rooms/areas are defined as any designated interview room, conference room, and any other office space temporarily utilized for the purpose of interviewing a prisoner(s). Rooms used as interview facilities should provide at a minimum, chairs and ample body space comparable with accommodations provided to any non-custodial visitor. No interview room or interview area within any Greensboro Police Department facility shall be considered to be a prisoner holding cell.

The following procedures will apply to the use of an interview room:

- The Constitutional and procedural rights of persons under arrest will be respected at all times. Officers will complete prisoner processing without unnecessary delay to ensure that appearance before the Magistrate is consistent with the due process rights of the prisoner.
- The number of officers permitted in the interview room is limited to those necessary to ensure the safety of the prisoner and the officer(s).
- If the interview room is equipped with a door lock, then a prisoner may be locked in the room for short periods. When arrestees are placed in a locked interview room, at least one (1) officer must have visual contact with the arrestee at all times. If the door is not equipped with a lock, then at least one (1) officer must be positioned outside the interview room and visually check on the suspect at a minimum of every ten (10) minutes.
- The Federal Juvenile Justice and Delinquency Prevention Act of 1974 prohibits **Undisciplined** juveniles from being detained in an interview room equipped only with an exterior door lock at any time, regardless if the door is open or closed, locked or unlocked, or whether or not the juvenile is accompanied by anyone. It also includes juveniles detained under a Secure Custody Order, if the Order is for the undisciplined act of "runaway".

TITLE: PRISONER HANDLING AND TRANSPORT	NUMBER 11.1
	PAGE 7 OF 10

- **Delinquent** juveniles being detained and placed in an interview room equipped only with an exterior lock, must not exceed a 3 (three) hour time limit. Juvenile detentions lasting longer than 3 (three) hours require supervisory approval. If the juvenile is allowed to leave the room for any reason and returns, the time away is counted towards the 3 (three) hour maximum time period. Officers shall document the beginning time the juvenile is placed in the room and the ending time that the juvenile is permanently removed from the room, on a Juvenile Holding Log located outside the interview areas.
- Complete a security search of the interview room for contraband or weapons, prior to placing an individual in the room.
- Prisoners will be thoroughly searched for weapons, contraband, and evidence, prior to being placed in an interview room.
- Officers utilizing interview rooms may carry their firearm into the interview room at their discretion. If they choose to remove their weapon, it must either be secured in a weapons storage locker, vehicle, locked desk or individual locker.
- An interview room is not to be occupied by male and female interviewees at the same time; nor will a juvenile under the age of 18 and an adult 18 years of age or older be placed in the same interview room at the same time.
- The use of restraining devices within an interview room is at the discretion of the officer. At no time will an arrestee be restrained by securing them to a fixed object.
- While no Departmental interview facility is outfitted with a panic/duress alarm system, officers needing immediate assistance with a prisoner may activate the emergency button on their portable radios for immediate assistance.
- Suicidal or medically ill persons will not be left unattended. Persons under arrest and restrained with devices other than handcuffs, will not be left unattended. Visual observation of other detainees must be at least every ten (10) minutes. No detainee will be held in an interview room for more than two hours, unless continuous control or supervision is maintained.
- The officer having control of persons placed in the interview room will ensure that basic human needs are met (restroom, water, food, etc.).
- Precautions should be taken with all prisoners regarding fire safety. Cigarette lighters and matches will be removed from each prisoner occupying an interview room. In the event of a fire in the interview room area, the officer should immediately remove the individual, transport to a safe area and call for help. Should evacuation of the building become necessary, the officer should follow the designated evacuation plan for the area.
- After removing an individual from an interview room, the room will be searched for contraband or weapons.

TITLE: PRISONER HANDLING AND TRANSPORT	NUMBER 11.1
	PAGE 8 OF 10

11.1.8 TESTING ROOMS

The testing rooms located at the Melvin Municipal Office Building (MMOB) are designated for use as testing rooms for the chemical analysis for alcohol. All chemical analyses will be administered according to the current methods, procedures, regulations and policies of the State and the Department and will be administered by an individual possessing a valid permit issued by the State for that purpose.

The following procedures will apply to the use of testing rooms:

- Constant Supervision: Officers shall not lose sight of any prisoner being tested.
- Weapons Control: Officers utilizing testing rooms may carry their firearm into the testing room at their discretion. If they choose to remove their weapon they can secure it in the weapons storage locker located in the testing room.
- Panic or Duress Alarms: Officers needing immediate assistance with a prisoner may activate the emergency button on their portable radio for immediate assistance.
- Escape Prevention: Officers utilizing testing rooms shall guard against escape attempts during the testing process.

11.1.9 PROCESSING

Upon reaching the jail or other holding facility for prisoners, the arresting officer or transporting officer will:

- Secure firearms for safekeeping.
- Assure that the arrestee has the opportunity to use the telephone to communicate with friends, relatives, attorney, etc.
- Check DCI, NCIC, Greensboro Police Department and Warrant Repository wanted files on the arrestee, and serve all available legal papers before relinquishing custody. Arresting officers will document these checks on the arrest report in the designated blocks.
- Deliver proper documentation on the arrestee to the jail custodial officer.
- Obtain the signature of the receiving jail custodial officer on the Prisoner Intake form acknowledging receipt of arrestee and arrestee's property.
- Make the receiving jail custodial officer aware of any medical treatment received or needed by the arrestee.
- Make the receiving jail custodial officer aware of any known problems the prisoner may have or any information that the prisoner may attempt to escape or has threatened or is deemed to be a suicide risk.

A holding cell is provided in the booking room for the temporary safekeeping of a prisoner. Officers should use their discretion in placing a prisoner in the holding cell keeping in mind the need for safety of the officer and others, prisoner security, and booking procedure needs. However, high-risk prisoners posing a significant escape risk or threat to others must be detained in the holding cell. The arresting/transporting officer is responsible for the arrestee until turned over to the jail's custodial officer.

The following procedures will apply to the use of the holding cell:

- Complete a security search of the holding cell for weapons or damage to the locks, doors, and protective screen.
- The use of restraining devices within the holding cell is at the discretion of the transporting officer.
- After placing the arrestee in the holding cell, the officer shall ensure that the door is locked.
- The arrestee should not be left in the holding cell for more than two hours.
- Assure that the holding cell is not occupied by male and female arrestees at the same time.
- Assure that juveniles under the age of 18 and adults 18 years and older are not placed in the holding cell at the same time.
- In case of a fire in the arrestee processing area or holding cell, the arresting officer should remove arrestee and call for help. If possible, bring the fire under control by using the fire extinguisher located outside the Magistrate's Office. If necessary, the officer should evacuate with his/her arrestee through the Magistrate's Office or through the sallyport.
- The arresting officer is responsible for escorting the arrestee to the toilet. In the event the arrestee is viewed as dangerous, the arresting officer should request the help of another officer in the vicinity or assistance from the jail staff. When there is a need to escort an arrestee of the opposite sex to the toilet, officers shall, when feasible, arrange for an officer of the same gender as the arrestee to assist.
- Inform the Magistrate prior to removing detainee from the holding cell so that he/she could summon help if needed.
- In the event more than one arrestee is in the holding cell, the officer should not enter it alone but summon assistance from other officers present in the Magistrate's Office or in the event no other officers are present, the jail staff.
- Assure that the holding cell door is always closed whether occupied or not.

A security railing is also provided above the bench in the booking room. Officers may use this security railing as a point to which a prisoner may be handcuffed as necessary during prisoner processing. Officers should consider the safety of others and themselves, prisoner security, and booking procedure needs in the decision to use the security railing. The security railing should not take the place of the holding cell for prisoners who pose a significant escape risk or threat to others.

TITLE: PRISONER HANDLING AND TRANSPORT	NUMBER 11.1
	PAGE 10 OF 10

11.1.10 ARRESTS BY COMPANY POLICE

Officers shall not, absent extreme circumstances and supervisory approval, transport individuals arrested by private company police.

11.1.11 MISCELLANEOUS

Each prisoner being transported from a detention facility must be positively identified as the person who is to be moved. The following procedures should be followed whenever removing a prisoner from a detention facility to be transported to another location:

- Booking records and numbers assigned to the prisoner in the detention facility must be verified with a picture of the prisoner made at the time of booking (if the prisoner was photographed at the time of booking). Any identification the prisoner may have had at the time of booking which will help to verify the prisoner's identification should be used.
- Proper documentation must accompany each prisoner transported from one detention facility to another. This documentation should include the following: medical records, if any; prisoner's personal property record; copies of warrants, etc.; and information relating to the prisoner's escape or suicide potential or other personal traits of a security nature (all of this information is for the officer's and prisoner's safety). This information, if applicable, must be passed on to the final receiving detention facility.

TITLE: HANDLING INTOXICATED PERSONS	NUMBER 11.2
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R1/09-01-04	

11.2.1 STATUTORY PROVISIONS

North Carolina General Statute 14-444 directs that intoxicated persons may be arrested only if they are intoxicated, disruptive, and in a public place. The Statute provides that a person may not be prosecuted merely because he is intoxicated.

North Carolina General Statute 122C-301 pertains to the assistance of intoxicated persons and grants authority to assist publicly intoxicated persons by taking them home, taking them to an approved shelter facility, or providing medical treatment.

11.2.2 ARREST PROCEDURES

Existing policies and procedures pertaining to custodial arrest will be followed for the arrest of individuals charged with "intoxicated and disruptive."

11.2.3 ASSISTANCE PROCEDURES

An officer may assist a person found intoxicated in a public place by taking any of the following actions:

- By directing or transporting the intoxicated person home.
- By directing or transporting the intoxicated person to the residence of another person willing to accept him. The person need not be a relative of the intoxicated person but should be a responsible person.
- By directing or transporting the intoxicated person to an approved shelter facility if he is in need and unable to provide himself with food, clothing, or shelter, provided he is not apparently in need of immediate medical care.

During the assistance of an intoxicated person, an officer may:

- Use reasonable force to restrain and/or prevent the person from injuring himself or others.
- Use the "frisk" type search for weapons.
- Use handcuffs, if necessary, during transportation.

If force is used during the assistance of an intoxicated person, standard administrative procedures will be followed.

A publicly intoxicated person, unable to provide himself with food, clothing, or shelter, may be detained in the County Jail only if:

- He is not in need of immediate medical care.
- No other facility is readily available to accept him.

TITLE: HANDLING INTOXICATED PERSONS	NUMBER 11.2
	PAGE 2 OF 2

- He is kept in an area separate from persons charged with criminal acts.
- He is detained only until sober or for a maximum of 24 hours.

An assisted intoxicated person detained at a jail may be released at any time to a relative or other responsible person willing to accept him. Officers are reminded that the use of jail for detaining intoxicated persons is to be considered as a last resort.

There may be occasions when an officer assists a person who is frequently and habitually intoxicated. State law dictates that such a "revolving door drunk" be assisted in a different manner from the normal person found intoxicated in public. If, while assisting an intoxicated person, the officer determines that the person is a habitual inebriate, he may choose to petition the court to commit the person for treatment in an alcoholic treatment facility. An officer choosing such a course of action should complete and sign an "officer's affidavit" and present the form and the person to be assisted to a Magistrate for a hearing.

The Magistrate will hold a hearing to determine whether the person qualifies for such treatment and will enter one of the following orders:

- The person qualifies for treatment and is to be detained pending appearance before a District Court Judge.
- The person does not qualify for treatment and must be otherwise assisted, according to the provisions of this directive.

The Greensboro Police Department Arrest Report form will be used to document the assistance of an intoxicated person. The arrest report will be completed, according to existing procedures, with the following exceptions:

- There will never be a "charge" shown; instead, show only the words "none: assisted."
- The narrative section of the report will state the word "intoxicated" and the method by which the person was assisted, as well as any other information the officer deems necessary.

11.2.4 MEDICAL CONCERNS

Upon finding a person who is unconscious, semi-conscious, or otherwise unable to provide information on the cause of his condition, or if the person is apparently in need of, but unable to acquire, immediate medical attention, the officer will make a reasonable effort to provide immediate medical attention.

TITLE: MENTAL COMMITMENTS, MENTAL ILLNESS AND AGENCY RESPONSE	NUMBER 11.3
EFFECTIVE DATE: 10-12-04	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-94) R4/10-12-04	

11.3.1 POLICY

It is the policy of the Greensboro Police Department to ensure all citizens receive the same high level of service. Agency personnel shall afford people with mental illnesses the same rights and access to police and other government and community services as are provided to all citizens.

11.3.2 TRAINING

Agency personnel will receive training on how to interact with persons suspected of suffering from mental illness. Entry level personnel will receive training on this subject and refresher training will be provided to all appropriate personnel at least every three years. At a minimum, this training will include strategies for recognizing the behaviors of mentally ill persons, methods for accessing community resources for those suffering from mental disease and guidelines for responding to situations in which officers are likely to encounter individuals suffering from mental illness.

11.3.3 Voluntary Commitments

On some occasions officers may come into contact with individuals who are voluntarily seeking treatment for mental illness. On those occasions, officers are authorized to transport the individual to a mental health facility.

11.3.4 INVOLUNTARY MENTAL COMMITMENTS-STATUTORY PROVISIONS

Statutory provisions pertaining to involuntary commitments to mental health facilities are contained in Chapter 122C, Article 5, of the General Statutes of North Carolina.

Officers will effect these statutory provisions in a manner that protects the dignity and rights of the patient.

11.3.5 INVOLUNTARY MENTAL COMMITMENTS-PETITION PROCESS

Anyone who has knowledge of a person who meets the criteria for commitment may appear before a judicial official and execute an affidavit to this effect and petition the court to issue an order to take the person into custody for examination by a physician. (Judicial official, as used in this directive, means the Clerk of Superior Court, Judicial Hospitalization Department, or a Criminal Magistrate.)

If the Clerk or Magistrate finds reasonable grounds to believe that the facts in the affidavit are true and the person meets the criteria for commitment, he will issue an order for a law enforcement officer to take the person into custody for examination by a physician.

If the petitioner is a physician, he need not appear before the Clerk or Magistrate in person. His comments may be recorded in a notarized affidavit, which is then forwarded to the Clerk or Magistrate for review. If necessary, an officer may carry the notarized affidavit to the issuing official on behalf of the petitioning doctor.

TITLE: MENTAL COMMITMENTS, MENTAL ILLNESS AND AGENCY RESPONSE	NUMBER 11.3
	PAGE 2 OF 4

Officers will not usually be the petitioning party, in that this is best left to family members.

11.3.6 INVOLUNTARY MENTAL COMMITMENTS-CUSTODY PROCESS

The custody order issued by the Clerk or Magistrate authorizes a law enforcement officer to take the person into custody and transport him to a mental health facility for examination by a physician. The custody order is valid for twenty-four hours after its issuance.

The custody order must be in hand at the time the person is taken into custody. An exception to this requirement is making an emergency commitment of a violent person.

Prior to placing the person in the officer's vehicle, a "pat down" frisk is permitted. This frisk is conducted solely to ensure the officer's personal safety and not to search for contraband. Charges for items found should be declined, if possible, due to the problems associated with proving the criminal intent of a person suspected of being mentally ill.

An officer may assume control of personal property, such as a handbag, that is in the possession of the person in custody. These items should be safely secured but not searched.

Restraining devices may be used on any person who is violent or threatens the safety of himself, the officer, or other persons present, or who the officer reasonably believes poses a threat of such violence.

An Involuntary Commitment Procedure form will be completed by the officer taking the person into custody and turned in to the Central Records Section.

Transportation of patients will comply with normal prisoner transportation policies whenever possible.

11.3.7 INVOLUNTARY MENTAL COMMITMENTS-EXAMINATION PROCESS

Immediately upon taking the person into custody, the officer will transport the person to the mental health facility indicated on the custody order. In most cases, this will be the Guilford County Mental Health Center.

While at the mental health facility, the person is in the officer's custody at least through the completion of the staff's initial examination. Prior to that time, persons should not be left unattended, except while being interviewed by facility personnel who consent to the officer's absence from the interview room.

The officer will complete the appropriate sections of the "Officer's Return" on the back side of the custody orders. All copies should then be turned over to the facility personnel.

If the person is examined and is to be committed to a facility within Guilford County, the officer will remain with the person and shall provide transportation to the designated facility.

TITLE: MENTAL COMMITMENTS,**MENTAL ILLNESS AND AGENCY RESPONSE****NUMBER 11.3****PAGE 3 OF 4**

If the person is to be committed to a facility outside Guilford County, transportation is the responsibility of the Guilford County Sheriff's Department. The officer may release a patient to the care and detention of the authorized Company Police Officer. Once the Company Police Officer assumes control of the person and the commitment paperwork, Greensboro Police Department custody ends. However, there are still some circumstances which will require Greensboro Police Officers to remain on site. Primarily those are situations in which the company police officer may be a personal risk and requires additional police assistance. The situations described below are not all-inclusive, but should be used as a practical guide for determining when assistance from our department is necessary.

- Should a patient become violent or unmanageable prior to an officer's clearing from the Guilford Center, the officer should remain and assist the Company Police Officer. This practice should also apply to officers who bring a patient to the Guilford Center from another jurisdiction.
- Should the number of patients being held by the Company Police Officer grow to an unmanageable level; the Greensboro Police Department will provide assistance.
- The Greensboro Police Department will respond to all requests for assistance from the Guilford Center when any employee requires emergency assistance with a violent patient.
- In instances when patients become violent, the Guilford Center should contact the Sheriff's Department directly and request immediate transportation.

A holding room is available at the Guilford Center for use in securing patients prior to transport, if needed. Prior to use, a security sweep of the holding room for weapons or contraband will be conducted by the officer in charge.

If the person is examined and release is ordered, transportation back to the point of custody will be provided by the officer. A person being released may elect to use alternative transportation, if desired, such as with a family member or friend. The Clerk's copies of the petition and custody order, along with a copy of the physician's findings, will be turned in to the Central Records Section.

11.3.8 EMERGENCY COMMITMENT

In most cases, before a person is taken into custody, a commitment order must have been issued and be in hand. However, there are statutory provisions that allow an officer to take a violent person into custody prior to having a custody order issued.

If an emergency situation exists where a person is violent and requires restraint and a delay in taking the person into custody would likely endanger life or property, an officer may take the person into custody immediately.

As soon as the person is in custody, the officer will transport him to a mental health facility for examination in accordance with N.C.G.S. 122C-262. Appearance before the Clerk or Magistrate shall be waived if the examining physician or eligible psychologist executes the commitment order under oath before an official authorized to administer the oath.

TITLE: MENTAL COMMITMENTS, MENTAL ILLNESS AND AGENCY RESPONSE	NUMBER 11.3
	PAGE 4 OF 4

When an individual, subject to substance abuse commitment is also dangerous to himself or others, is violent and requires restraint, and when delay in taking the individual to a mental health facility for examination would endanger the public, the officer will as soon as possible after the person is in custody, transport the individual to the Clerk or Magistrate. The officer will petition the Court, indicating that the person is violent and requires restraint and that delay in taking the respondent to a physician or eligible psychologist for examination would endanger life or property.

If the Clerk or Magistrate finds reasonable grounds to believe the facts in the affidavit are true and that immediate custody was justified, he will issue an order to take the person to a mental health facility for examination. Normal examination procedures will then apply.

TITLE: FORCIBLE ENTRY	NUMBER 11.4
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)	

11.4.1 GENERAL PROVISIONS

North Carolina Statute section 15A provides that a law enforcement officer may use force to enter a premises or vehicle if he reasonably believes that admittance is being denied or unreasonably delayed or when an officer reasonably believes that doing so is urgently necessary to save a life, prevent serious bodily harm, or control public catastrophe, or when probable cause exists that evidence is in the process of being destroyed or when the officer is in hot pursuit of violators.

The term "forcible entry," as used in this directive, shall include any entry into any building except by permission of an authorized person. "Forcible entry" is entry by force, whether or not any physical damage is incurred to the property. "Damage" shall mean any damage, regardless of whether it could be estimated or whether it can or has been repaired. Non law enforcement action, when urgently necessary, will be considered a forced entry. The routine checking of an unlocked, abandoned or condemned house or building shall not be considered forcible entry.

The mere fact that an officer on the scene has in his possession a legal paper (Warrant, Order for Arrest, or Mental Commitment) for a named person may not in itself constitute probable cause to forcibly enter the premises, even if the address shown on the legal paper is correct. Probable cause to enter is information known to an officer at the scene that would lead a reasonable, prudent person to believe the person named on the legal paper is in fact inside the premises at the time. The final test of probable cause must rest with the officer being able to show those points that establish probable cause to Departmental supervisors and/or a court of law. The totality of the whole known facts before entry must point to probable cause. The fact that the person was inside and was apprehended does not itself establish probable cause since this fact was established after entry.

When an officer has a legal paper for a named person, whose address is on the face of the legal paper and the address is the same as the premises he is attempting to gain entry, and having probable cause that the person being sought is in the building and being denied after exhausting reasonable means to gain entry without force to effect an arrest, he shall notify a supervisor to respond to the scene.

If an officer forces entry for non law enforcement action, such as a medical emergency, or under exigent circumstances, such as forced entry to prevent the destruction of evidence, it is advisable that a supervisor be notified of the entry before it is made, if possible.

If notification is not possible before the entry is made, the supervisor will be notified of all facts concerning the forced entry as soon as possible after the situation is under control.

11.4.2 SUPERVISOR'S RESPONSIBILITIES

The supervisor shall:

- Determine if facts known constitute probable cause and/or the necessity of a search warrant.
- Grant or deny permission to forcibly enter.

TITLE: FORCIBLE ENTRY	NUMBER 11.4
	PAGE 2 OF 2

Each forcible entry by the Greensboro Police Department shall be reported in writing, using the Department format. The supervisor authorizing the forcible entry is responsible for completing the administrative report (unless otherwise directed).

Photographs of the forcible entry shall be made, and the activity number on the legal paper shall be affixed to the photographs, along with the forcible entry date, time, and location of entry. Polaroid photographs may be used instead, provided the photographs are of good quality. The photographs will be attached to the administrative report and forwarded to the Division Commanding Officer of the supervisor who authorized entry. The Division Commanding Officer will review the administrative report and indicate approval or disapproval of the forced entry.

In the event that a forced entry is made and the owner or resident is not present, every attempt will be made to notify the owner or resident of the entry. If the owner or resident cannot be contacted, the building will be secured in the best possible way.

No officer shall make any statement regarding liability for repairs due to any forcible entry. Such determination of subsequent repairs, if deemed necessary, shall be handled through the Insurance Advisory Committee.

The administrative report will be forwarded to the Bureau Commander, who will have final authority in initiating or recommending final action in all forcible entry incidents. Upon approval of the action taken, the report will be forwarded to Internal Affairs Section.

TITLE: URGENT MESSAGE DELIVERY	NUMBER 11.5
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R2/09-01-04	

11.5.1 REQUEST FOR NOTIFICATION FROM ANOTHER AGENCY OR MEDICAL FACILITY

The Department will honor requests to notify a member of the general public of a death, serious injury, or serious illness of a next of kin from other agencies or medical facilities.

These notifications will be made in person when possible by an on-duty supervisor.

11.5.2 NOTIFICATION REFERENCE PRINCIPALS INVOLVED IN POLICE INVESTIGATIONS

The follow-up officer assigned to a case is responsible for ensuring that the next of kin are notified of the death of or serious injury to any person who is a principal in a police investigation. In the event that a follow-up officer does not respond to the scene, the responsibility of making the death or serious injury notification will be assigned to the on-duty Division supervisor.

Such notification will be made in person when possible.

11.5.3 NOTIFICATION REFERENCE DEPARTMENTAL EMPLOYEES

Supervisory personnel are responsible for ensuring that the next of kin are notified of the death of or serious injury to any Departmental employee.

Such notification will be made in person when possible.

TITLE: INTERPRETERS FOR DEAF PERSONS	NUMBER 11.6
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-94) R2/09-01-04	

11.6.1 GENERAL

It shall be the policy of the Greensboro Police Department that no deaf person suspected of or arrested for a criminal offense shall be interviewed without the presence of a qualified interpreter for the deaf, as approved by the North Carolina Department of Human Resources and listed with the office or the Clerk of Superior Court in Guilford County.

N.C.G.S. 8B sets forth the following definitions:

Deaf Person - A person who's hearing impairment is so significant that the individual is impaired to processing spoken information through hearing. The use of amplification is only one factor to consider in determining whether the person is deaf as herein defined. For the purpose of this directive, "deaf person" means adult or juvenile.

Qualified Interpreter - An interpreter for the deaf, certified as "qualified" pursuant to the provisions of Chapter 90D of the North Carolina General Statutes. (Must be used if a deaf person is arrested or is a bona fide suspect in a criminal action.)

Unlicensed Interpreter - An interpreter for the deaf not certified under Chapter 90D of the North Carolina General Statutes who can adequately communicate with and interpret the deaf in a simultaneous and accurate fashion. (May be used if a deaf person is a witness, victim, or complainant.)

11.6.2 PROCEDURE FOR OBTAINING AN INTERPRETER FOR THE DEAF

Anytime a deaf person is arrested, the arresting officer must immediately take the arrestee before a Magistrate, who will obtain the services of an interpreter, if the Magistrate deems it necessary.

When interviewing a deaf person who is a suspect, witness, victim, or complainant, the officer will request permission from his supervisor to obtain an interpreter. Then he will contact the Watch Operations Center to arrange for the interpreter's assistance. The Watch Operations Center will maintain a list of certified and non certified interpreters for this purpose.

11.6.3 INTERVIEWING OF DEAF COMPLAINANTS OR WITNESS

In police actions involving a deaf person who is a complainant or witness, a non certified interpreter should be adequate.

When requesting an interpreter during normal business hours, the Watch Specialist will attempt to locate on-duty personnel who possess these skills. At other times, the Watch Specialist shall call the interpreter from a list kept on file in that office.

11.6.4 INTERVIEW OF DEAF SUBJECTS

Once a deaf subject becomes a suspect, even though not arrested, and the Miranda Warnings and waiver of rights would normally apply, the interviewing officer should immediately attempt to advise the suspect of his rights to an interpreter. If the officer is unable to communicate with the

TITLE: INTERPRETERS FOR DEAF PERSONS	NUMBER 11.6
	PAGE 2 OF 4

suspect, through writing or other means, a certified interpreter should be called to advise the suspect of his right to an interpreter and his Miranda Rights.

If an interpreter is called, he must read the following rights for deaf persons to the suspect and confirm that the suspect understands each of his rights and request that the suspect read and sign the form in the appropriate places.

Before asking you any questions, we want to advise you of your rights and determine that you understand fully what your rights are.

1. **You have a right to remain silent.**
2. **Whatever you say can and will be used as evidence against you in a court of law.**
3. **You have a right to consult a lawyer and to have a lawyer present with you while you are being questioned.**
4. **If you want a lawyer but are unable to afford one, a lawyer will be appointed to represent you before any questioning if you wish.**
5. **You have the right to have an interpreter for the deaf present with you while you are being questioned.**
6. **If you want an interpreter, one will be provided for you before any questioning.**
7. **You may decide now or at any subsequent time to exercise these rights and not answer any questions or make any statement.**

If you understand all of your rights, please write on the line immediately below, "I have read and understand each of my rights."

WAIVER OF RIGHT TO INTERPRETER:

Knowing of my right to have an interpreter present during any questioning, I do not want an interpreter at this time. I waive this right knowingly and willingly.

Signed: _____

Signature of Attorney/Appointing Authority
(For subject under arrest)

TITLE: INTERPRETERS FOR DEAF PERSONS	NUMBER 11.6
	PAGE 3 OF 4

WAIVER OF RIGHT TO LAWYER:

Knowing of my rights as stated above, I do not want a lawyer at this time. I waive these rights knowingly and willingly agree to answer questions and/or make a statement.

Signed: _____

Interviewing Officer: _____

Witness: _____

Place: _____ **Date:** _____ **Time:** _____

If it is not necessary to call an interpreter or if the suspect has waived his right to an interpreter, the officer may proceed with advising the suspect of his Miranda Rights. The officer should not instruct the suspect on how to complete the rights form but should allow the suspect to read the form and observe the suspect's response. This action may later demonstrate to a court that the person could read and comprehend what he was doing.

A deaf suspect may elect to waive either or both the rights to an interpreter or his Miranda Rights, unless he has been placed under arrest. If the deaf suspect chooses to make a voluntary statement once the waiver of rights form has been completed, request him to write the statement in his own words. If the person cannot write, then the certified interpreter must be relied upon to assist the officer in obtaining a statement.

11.6.5 INTERVIEW OF DEAF ARRESTEES

Once a deaf person has been placed under arrest, the officer must immediately procure a certified interpreter from a Magistrate so that the arrestee can be given notice of the charge against him, notification of his rights, arraignment, bail hearing or other preliminary proceedings. If the arrestee is a juvenile, he should be released to his parents, pursuant to Departmental policy. No statement from a deaf arrestee without a certified interpreter present and functioning is admissible in court.

A deaf arrestee may waive the right to an interpreter only if such waiver is approved in writing by the arrestee's attorney; or, if he does not have an attorney, the waiver must be approved in writing by the Magistrate or presiding judge.

11.6.6 COMPENSATION FOR INTERPRETERS

N.C.G.S. 8B-8 provides for compensation of interpreters approved by the court in certain legislative, administrative and judicial proceedings. In the case where no judicial proceeding has begun and a deaf person is questioned about a crime, the Department is responsible for compensating the interpreter, including waiting time and travel expenses.

The Guilford County Communications Center for the Deaf, Incorporated, will provide interpreter service free of charge, utilizing their staff members. If staff members cannot comply with Departmental requests, the Department will be responsible for payment, as coordinated through the Fiscal Management Section.

TITLE: INTERPRETERS FOR DEAF PERSONS	NUMBER 11.6
	PAGE 4 OF 4

The officer requesting a paid interpreter will complete a Voucher for Interpreter for Deaf Persons (Form PS-POL-407-2349) in full and forward same to the Fiscal Management Section for payment. The funds are to be drawn from the requesting division's operational account.

TITLE: INFORMANT HANDLING PROCEDURES	NUMBER 11.7
EFFECTIVE DATE: 08-30-05	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R3/08-30-05	

11.7.1 GENERAL POLICY

The Greensboro Police Department recognizes the importance of informants in addressing its mission of solving crimes and preventing criminal activity. Frequently, information provided by informants is the catalyst to the successful solution of many crimes and the prevention of violence and/or the disruption of the public order.

The courts have long upheld the use of informants as legitimate and necessary tools for law enforcement. Therefore, each employee should be cognizant of the role of informants and the need to use them properly.

11.7.2 DEFINITIONS

Informant - A person who provides information or investigative assistance and who receives confidential funds, a recommendation for a reduction of charge or a reduced sentence, or any other special consideration or action by a law enforcement agency.

Citizen Source of Information - A person or organization, not under the direction of a contact officer, who provides information without becoming a party to the investigation itself; or, a concerned citizen who witnesses an event of interest to the Department and provides information without the expectation of a recommendation for the reduction of charges or reduced sentence, or any other special consideration or action by the Department.

While a citizen source of information may not specifically meet the definition of an informant, nothing in this directive shall prohibit officer or organizational unit discretion in establishing informant handling procedures for specific informational sources.

Confidential Funds – Funds that are budgeted by the governing body or awarded by the Court to the Department to be used for the purchase of confidential information or contraband.

Contact Officer - A police officer that maintains an ongoing professional relationship with an informant.

Entrapment - Activity on the part of a police officer or on behalf of his agency that induces or lures an otherwise innocent person to commit a crime that he did not contemplate committing. It is the implanting of criminal intent in the mind of the person: Acts of persuasion, coercion, trickery, or fraud carried out by law enforcement officers or their agents to induce a person to commit a crime which he would not otherwise commit.

11.7.3 REQUIRED RECORDS AND REPORTS

A confidential informant code will be assigned to each new confidential informant used by the agency. This code will be recorded on the Confidential Informant Control Card under the section denoted "code". Divisions filing respective control cards will be responsible for managing this coding system. Divisions will use a sequential numbering system that contains the division's abbreviation as the code prefix as follows.

C.I.D.	V&N	S.I.S.	I.S.D.
CID001	VND001	SIS001	ISD001
CID002	VND002	SIS002	ISD002
CID003	VND003	SIS003	ISD003

The filing system of confidential informants will remain alphabetical and not governed by the assigned code. Although every confidential informant will receive a code, the codes will only be used for reporting purposes where necessary to maintain the confidentiality of the information source. A master list of confidential informants, including name, race, sex and DOB, with their associated code will be maintained as part of the confidential informant filing system.

Officers not assigned to one of the above divisions will log their confidential informants with the appropriate investigative division based on the nature of the information received.

Each of the above listed division commanders shall be responsible for ensuring this special order is implemented.

A Confidential Source Identification Form shall be completed for each informant. A second officer will witness completion of this form unless otherwise authorized by a supervisor.

An Understanding of Function Form shall be completed for each informant. Special attention should be given to entrapment and its definition, which appears on the reverse side of the Confidential Source Identification Form. The contact officer should sign and date the Understanding of Function Form when the explanation is made.

Nothing in this section precludes the contact officer from requiring that an informant sign the Understanding of Function Form in certain unusual or sensitive cases.

The Division Commanding Officer, or his designee, shall maintain the Confidential Source Identification Form and Understanding of Function Form in a secure location with access rigidly controlled.

Each time a contact officer communicates with an informant, he will complete an Informant Contact Card (PS-POL-11-310) and forward it to his supervisor. The Division Commanding Officer, or his designee, shall maintain a secure file for these cards and access strictly controlled.

11.7.4 INFORMANT HANDLING AND CONTROL PROCEDURES

The contact officer will not meet personally with an informant unless in the presence of another officer. If circumstances warrant, the contact officer's supervisor may grant an exception. All informant contacts will be appropriately documented.

Officers will recognize that informants are not law enforcement officers and that their involvement with the police is purely mercenary. They should not be taken into confidence and officers should not divulge law enforcement information to them.

In situations where the use and/or role of the informant is questionable, the contact officer will seek guidance from his supervisors, the Police Attorney, or the District Attorney.

The contact officer will not make promises, which he cannot keep to an informant. Only the District Attorney will make any agreement regarding a pending criminal charge against an informant.

Care must be utilized in all circumstances, especially when activity involving an informant might create a life-threatening situation. In those cases, except in an exigent circumstance, approval shall be required from the Division Commanding Officer, who, as a matter of policy, should obtain guidance from the Police Attorney or District Attorney. In an exigent circumstance, the Commanding Officer shall be notified as soon as feasible.

The Greensboro Police Department will accept information from any source; however, at no time will any person under the age of sixteen be used as an informant for this Department unless approved by the Chief of Police.

If it is known an informant is on supervised probation or parole, the contact officer will coordinate with the informant's probation officer to ensure that using the informant does not interfere with conditions of the probation or parole.

The contact officer should determine whether or not the informant is being used by another law enforcement agency and/or another division of the Greensboro Police Department to prevent duplication of effort.

11.7.5 RELIABILITY OF INFORMANT AND INFORMATION

The contact officer should establish the credibility and reliability of information of the informant. Methods include, but are not limited to, assessing any information previously provided, checking with other law enforcement agencies for which the informant provided information, other divisions of the Greensboro Police Department, surveillance, or the use of controlled test situations.

11.7.6 PAYMENTS TO INFORMANTS

Payments to informants will be made only from an authorized confidential fund unless otherwise approved by the Chief of Police. Payments will be made in the presence of a witness officer. However, an exception may be made with prior supervisory approval. Such approval will be denoted by the approving supervisor on the Confidential Fund Expenditure Form and affixing his signature.

The supervisor or the officer in charge of any special operation will evaluate and approve each confidential fund expenditure. The Commanding Officer of each division having a confidential fund is responsible for review of confidential fund expenditures to ensure compliance with Department procedures.

The Chief of Police or his designee must approve disbursements in excess of \$500.

All disbursements will be recorded in the appropriate section of the Confidential Fund Expenditure Form, in accordance with Departmental procedures.

Records of confidential fund expenditures shall be maintained in a secure manner.

ATTACHMENT: Confidential Informant Log sheet

Confidential Informant Log sheet

[illegible]

TITLE: NCIC ARREST OF FUGITIVES AND MILITARY PERSONNEL ABSENT WITHOUT LEAVE	NUMBER 11.8
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R1/09-01-04	

11.8.1 NORTH CAROLINA FUGITIVES

A field officer will normally request a wanted check on a person through NCIC. A positive "hit," via Communications or Records Management Section, constitutes grounds to detain. Prior to taking the person into custody, a verification of the "hit" must be made with the originating agency.

During the initial detention, the officer shall request the Records Management Section to send the message to the originating jurisdiction to verify the existence of an outstanding warrant for the person. The confirmation from the originating agency should include such facts as the nature of the offense and the confirmation of the agency's intent to pick up the prisoner during a reasonable period of time.

Copies of the original "hit" and verification messages shall be taken before the Magistrate for a probable cause hearing. In the event the Magistrate determines that the person should be released, that information should be included in the narrative portion of the arrest sheet. Another message should be sent to the originating jurisdiction advising them that we were unable to detain the person.

11.8.2 INTERSTATE FUGITIVES

The procedures for handling interstate fugitives are the same as those for handling intrastate fugitives, with the addition of filing the necessary information.

- Verify if the originating agency intends to extradite.
- Obtain a fugitive from justice warrant from the Magistrate.
- Notify the Criminal Investigation Division of the arrest.
- Leave a copy of the Arrest Report and confirmation with the Criminal Investigation Division.

11.8.3 MILITARY ABSENCE WITHOUT LEAVE (AWOL)

With proper verification from military authorities, an officer may arrest a person who has been declared AWOL from military service. The only acceptable verification is an NCIC message from the military branch acknowledging that the person is AWOL and that the military branch will assume custody of the person within a reasonable time.

Therefore, each suspected AWOL should be checked through NCIC prior to arrest, and the officer must present a copy of the NCIC "hit" to Guilford County Jail personnel when committing the person to their custody.

TITLE: NCIC ARREST OF FUGITIVES AND MILITARY PERSONNEL ABSENT WITHOUT LEAVE	NUMBER 11.8
	PAGE 2 OF 2

Military authorities occasionally issue an "Absent Without Leave" Notice (DD-553) to initiate the search for an AWOL in a particular jurisdiction. This is not a legal document and must be supported by an NCIC confirmation prior to arrest of the AWOL person.

The AWOL arrestee need not be taken before a Magistrate, but an arrest sheet is required.

TITLE: USE OF HIGH POINT AREA HOSPITALS	NUMBER 11.9
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R3/09-01-04	

The purpose of this directive is to establish arrest procedures to be followed when an injured person will be transported to a High Point area hospital for treatment.

Investigating officers should, whenever possible, avoid taking the injured person into custody at the incident scene if there is a possibility that the injured person may be transported to a High Point area hospital for treatment. This precaution is important since High Point officers would have to post a guard at the hospital if hospital admission became necessary.

Before leaving his territorial jurisdiction, the investigating officer must notify a supervisor of the need to respond to a High Point Hospital, and receive permission to do so. A supervisor must also grant prior approval for an out-of-town response by assist personnel, such as Crime Scene Investigators, Records Specialists, or Crash Reconstruction Investigators.

A Greensboro officer cannot arrest outside his territorial jurisdiction. Therefore, coordination with other law enforcement agencies is necessary. In most cases, the officer will be working with the High Point Police Department. However, the following procedures would apply equally well to the Guilford County Sheriff's Department or the North Carolina Highway Patrol.

11.9.1 CITE AND RELEASE CASES

In cases where the injured person will merely be given a citation and will not be taken into custody, the investigating officer should complete the citation setting the case for his normal court date in Greensboro Court and give the pink copy to the person.

11.9.2 CUSTODIAL ARREST CASES

If hospital admission is necessary, no arrest should take place unless absolutely necessary and approved by a supervisor.

If hospital admission is not necessary, the officer will:

- Complete and sign the citation, setting the case for his normal court date in the Greensboro Courts.
- Request a High Point Police Officer to respond to the emergency room and serve the citation on the arrestee and inform the individual that he is under arrest and is being turned over to the Greensboro Officer for processing.
- Assume custody and control of the arrestee from the High Point Officer and transport the arrestee to the Greensboro Magistrate for booking.

11.9.3 DRIVING WHILE IMPAIRED CASES

If the injured person will be charged with DWI, the procedure set forth above for custodial arrests will normally apply. Additionally, the investigating officer should:

TITLE: USE OF HIGH POINT AREA HOSPITALS	NUMBER 11.9
	PAGE 2 OF 2

- Transport the arrestee from the hospital to the Greensboro Police Department Lab for a breathalyzer test; or
- Request that a Greensboro Crime Scene Investigator respond to the hospital with a blood kit. The Greensboro Officer or the Crime Scene Investigator should request the High Point Officer to ask the arrestee to submit to the blood test. If the arrestee submits, the testing should be conducted per established procedures. Should the arrestee refuse to submit to the blood test, the sworn testimony before the booking magistrate of the Greensboro personnel who witnessed the refusal will suffice. It will not be necessary for the High Point Officer to appear before the booking magistrate to swear to the refusal.

TITLE: NATIONAL ANTHEM AND COLORS	NUMBER 11.10
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

Proper respect and flag etiquette, on occasion, require that employees render the appropriate hand salute to the flag of the United States.

11.10.1 PARADES

A properly executed salute will be delivered when the flag is approximately ten feet away from the employee and maintained until the flag has passed the member approximately ten feet. The employee need not salute any flag beyond the first flag in the parade.

11.10.2 FLAG RAISINGS

At any function when the flag is raised, employees will deliver a properly executed salute until the flag reaches the top of the mast.

11.10.3 PLAYING OF THE NATIONAL ANTHEM

Employees will face the flag and deliver, at the first note of the National Anthem, a properly executed salute. If the flag is not on display, employees will face the center of the arena or playing field and render a properly executed salute. The salute will be maintained until the completion of the National Anthem.

11.10.4 THE APPROPRIATE SALUTE

The appropriate salute is rendered as follows:

Uniformed Officers Wearing Headgear - Render the traditional hand salute with the right hand touching the tip of the bill of the headgear.

Plainclothes Officers, Nonsworn Employees, and Uniformed Officers Without Headgear - Place the right hand over the heart.

All salutes are rendered from the position of attention.

TITLE: DOMESTIC VIOLENCE	NUMBER 11.11
EFFECTIVE DATE: 06-02-08	PAGE 1 OF 5
REVISION HISTORY: (Adopted 4-15-97) R5/06-02-08	

11.11.1 INTRODUCTION

It is the goal of the Greensboro Police Department to interrupt the cycle of domestic violence in Greensboro, and to prevent serious injuries and death to victims of abuse. In an effort to achieve this goal, the Greensboro Police Department has adopted a **pro-arrest** policy for responding to incidents of domestic violence.

Law Enforcement Officers have an affirmative duty to provide assistance in domestic violence situations. North Carolina General Statute 50B and N.C.G.S. 15A-401 (b) (2) (d), provide guidance for officers in the resolution of these matters, as well as mandating an arrest under specific conditions. Also, N.C.G.S. 15A-830 includes victims of domestic violence as part of a population of crime victims that are legally entitled to certain notifications relevant to their cases. The investigating agency is required to make some of these notifications as described in N.C.G.S. 15A-831.

11.11.2 DEFINITIONS

Domestic Violence is defined by North Carolina General Statute 50B as the commission of prohibited acts upon an aggrieved party (including children who have not reached their 18th birthday residing with or in the custody of the aggrieved party) by a person with whom the aggrieved party has or has had a personal relationship.

Personal Relationships are defined as (1) current or former spouse; (2) persons of the opposite sex who live together or have lived together; (3) parents or grandparents or others acting in loco parentis to a minor child, children or grandchildren; (4) persons who have a child in common; (5) current or former household members, or (6) members of the opposite sex who are or have been in a dating relationship. This dating relationship is further defined by statute as a relationship in which the parties are romantically involved over time and on a continuous basis during the course of the relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context is not a “dating relationship.” An aggrieved party may not obtain a protection order against a child or grandchild under the age of 16.

The acts prohibited by N.C.G.S. 50B in these personal relationships consist of the following:

- Attempting to cause bodily injury or intentionally causing bodily injury; or
- Placing the aggrieved party or a member of the aggrieved party’s family or household in fear of imminent serious bodily injury by the threat of force; or
- Committing or attempting any sexual offense defined in N.C.G.S. 14-27.2 through 14-27.7.

Ex Parte Domestic Violence Protective Order is a short-term protective order valid for up to ten (10) days or until the set court date for the 50B hearing in which both parties are present.

A Domestic Violence Protective Order (50B Order) is a protective order issued by a judge based upon the threat of domestic violence, which addresses the eviction of the defendant from the residence, prohibits specific harassing, threatening or violent acts, may address custody and support of the minor children and the disposition of property. This order is valid throughout the state for one (1) year.

TITLE: DOMESTIC VIOLENCE	NUMBER 11.11
	PAGE 2 OF 5

Under N.C.G.S. 50B-4, a valid protective order entered by the courts of another state or Indian tribe shall be afforded full faith and credit by the North Carolina courts and shall be enforced by North Carolina law enforcement agencies. Information concerning valid domestic violence protective orders in the State of North Carolina is available through the Division of Criminal Information Network (DCI). Copies of 50B Restraining Orders for those inside the City of Greensboro are located in the Records Management Section. For those who live within Guilford County, copies of 50B Restraining Orders are located with the Guilford County Sheriff's Department.

For a complete list of Domestic Violence related offenses, officers should refer to their criminal elements book or contact Watch Operations for statutory reference.

11.11.3 AUTHORITY

Officers are granted the authority to arrest without a warrant under N.C.G.S. 15A-401(b) for criminal offenses which occur in the officer's presence or when one of the following has occurred out of the officer's presence:

- a felony
- a misdemeanor and:
 - the suspect will not be apprehended unless immediately arrested; or
 - the suspect may cause physical injury to himself or others; or damage to property unless immediately arrested; or
 - the suspect has committed a misdemeanor under N.C.G.S. 14-134.3 (Domestic Criminal Trespass); or
 - the suspect has committed a misdemeanor under N.C.G.S. 14-33(a) (assaults, batteries, affrays) when the offense was committed by a person with whom the alleged victim has a personal relationship as defined in G.S. 50B-1.
 - the suspect has violated a valid protective order (50B) issued by the courts of this state, another state or courts of an Indian tribe.

Warrantless arrest is authorized and required by N.C.G.S. 50B when the officer has probable cause to believe that the suspect has violated either of these two specific provisions in a valid domestic violence protective order: (1) prohibition against harassment, threats, further abuse, otherwise interfering with the protected party and/or (2) presence at the victim's residence or a household occupied by a victim.

The officer must arrest the perpetrator regardless of the present relationship or circumstances between the victim and the perpetrator. Even if the perpetrator has moved back into the residence named on the 50B order, or the victim has invited the perpetrator to his/her residence, the officer must arrest once the active order is confirmed. Only a subsequent court order dismissing the 50B order can nullify the enforcement of that order.

However, before any enforcement action is taken based solely on a 50B order, an officer must confirm, through the appropriate authorities, that a valid 50B Restraining Order has been issued, is active, and has been served on the suspect.

TITLE: DOMESTIC VIOLENCE	NUMBER 11.11
	PAGE 3 OF 5

11.11.4 PROCEDURE

Because of the aggressive volatile nature of domestic related calls, officers should remain alert and use caution when interacting with all parties involved.

In cases of domestic violence, officers will take such lawful steps as they believe necessary and appropriate to maintain order, provide assistance and reduce the risk of further violence to the victim(s) or their children.

The officer must determine through careful interview and investigation if any civil or criminal violations have occurred. Given the nature of domestic violence cases, officers are advised to be particularly careful in determining which party is the perpetrator of the violence. Once the officer has gathered sufficient information, he shall make all efforts to resolve the domestic dispute in any one or more of the following ways:

- Arrest with a warrant

Any outstanding warrant(s) should be confirmed, an arrest effected and the person removed from the scene as quickly and safely as possible.

- Arrest without a warrant

An officer shall arrest without a warrant when there is probable cause to believe a violation of domestic violence has occurred. An officer shall have probable cause to arrest when **two** primary factors exist: (1) a person has alleged an assault has taken place (domestic violence); **and** (2) there are observable signs of violence that are reasonably believed to have come from the alleged assault. **An officer shall not base his decision to arrest on the victim's willingness to prosecute.**

- Arrest with a N.C.G.S. 50B Order

An arrest shall be made if a court order is produced or if the officer determines that such an order exists, and the officer determines the order is valid and a violation has occurred. **Again, the victim's willingness to prosecute should not be a consideration in this "mandatory arrest" situation.**

- Officer discretion

An officer may elect to clear the call without taking enforcement action, provided both parties appear to be successfully attempting to resolve their dispute and there are **no violations of a protective order (N.C.G.S. 50B) or signs of violence toward either party.**

- Additional Assistance

On each occasion an officer is dispatched to a domestic violence call, the officer **must** provide **both** parties with appropriate referral information. In addition, officers may provide transportation for the victim to a shelter, hospital, safe residence, magistrate's office or any other place within reason where the victim may receive further assistance. In instances where there is observable injury, the suspect is unable to be located, and the victim wishes to pursue

TITLE: DOMESTIC VIOLENCE	NUMBER 11.11
	PAGE 4 OF 5

legal papers for the assault at a later time, the officer's name and badge number should be given to the victim to enable the magistrate to list them as a prosecution witness on the warrant. The officer may also opt to pursue the warrants on their own at the magistrate's office.

11.11.5 DOCUMENTATION AND FOLLOW-UP

The District Attorney's Office maintains a policy of prosecuting domestic violence cases regardless of the willingness of the victim to testify, providing the elements of the case can be proven with evidence other than the victim's testimony. Due to this added responsibility, an officer must complete a detailed incident/investigation report when any of the following conditions apply:

- (1) an arrest **is made** for a domestic violence related assault without a warrant
- (2) any time such an arrest **could be made**, but the suspect could not be located at the scene

Case reports involving domestic violence will be classified in one of the following ways:

- "AGGDMV" for felony assault cases
- "ASSDMV" for misdemeanor assault cases

If no sign of an assault or an attempted assault is found, an officer should provide the alleged victim(s) with all appropriate referrals so that they may attempt to remedy the presenting problem(s) on their own.

Since interrupting the cycle of violence in these incidents is the goal of the Department, it is necessary to track and initiate appropriate follow-up. All domestic violence related case reports will be reviewed by the Special Victims Unit Squad Supervisor in the Criminal Investigations Division for appropriate detective follow-up assignments and by the Victim Advocate(s) to determine if any counseling follow-up is needed.

11.11.6 Victim Notification Requirements

In order to satisfy the requirements of N.C.G.S. 15A-831, the initial investigating officer will complete the Greensboro Police Department Victims Rights Form (POL-5000) which contains the information required by statute. The officer will provide a copy of the completed form to the victim and answer any questions the victim may have concerning the information provided. The remaining copies will be distributed as indicated in the bottom margin of the form. In compliance with Departmental Directive 19.4 this form will be completed for felony investigations where a victim has been identified and in all domestic violence investigations.

The distribution of the Greensboro Police Department Victims Rights Form (POL-5000) shall be noted in the officer's incident/investigation report.

Officers making a criminal arrest for assault, domestic criminal trespass, or stalking when the parties are in a "personal relationship" as defined in N.C.G.S. 50B, whether the arrest was made as part of the initial investigation, the result of follow-up, or due to an outstanding warrant shall attempt to contact the victim by telephone or in person. The officer will complete the Greensboro Police Department Victim/Investigating Agency Arrest Notification Form (POL 5001) which includes, among other things, the date and time of arrest, the arrestee's name, the charges filed and the date, time and manner of the attempted victim notification and whether or not the attempt was successful. On the reverse side of the original, the officer will indicate, in the space provided, the victim's name and address.

TITLE: DOMESTIC VIOLENCE	NUMBER 11.11
	PAGE 5 OF 5

The completed form will be turned in **immediately** to the Information and Technology Division, Records Management Section. Records Management Personnel will seal and mail the form upon receipt. The remaining copies will be distributed as indicated in the bottom margin of the form. Personal contact does not relieve the arresting officer's responsibility for completing this form.

11.11.7 TRACKING

The Crime Analysis Section will be responsible for providing Division Commanding Officers with summaries of domestic violence related calls in their Division upon request. Locations identified as having a high-incidence of domestic related calls shall be addressed in an appropriate problem-solving manner.

TITLE: SERVICE OF CIVIL PROCESSES	NUMBER 11.12
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 08-14-02)R1/09-01-04	

11.12.1 GENERAL POLICY

As directed by North Carolina General Statute, civil processes are generally reserved for service by the Guilford County Sheriff's Department for all county residents, including those residing within the corporate limits of Greensboro. However, under NCGS 160A-285, all Greensboro police officers shall have, within the corporate city limits of Greensboro all of the powers invested in law enforcement officers by statute or common law. With this authority comes the power to serve all criminal and civil processes that may be directed from any officer of the General Court of Justice.

11.12.2 PROCEDURES FOR HANDLING CIVIL ORDERS RECEIVED

Other than the service of Mental Commitment Orders, officers should attempt to utilize sworn personnel from the Guilford County Sheriff's Department for service of civil processes whenever possible. If that is not feasible, Officers should make every attempt to fulfill the obligation to serve such process. Any execution requiring the seizure of real or personal property other than the seizure of a vehicle under the DWI forfeiture law, shall be the obligation of the Guilford County Sheriff's Department.

In the event an officer receives a civil order for service that meets the above criteria, he shall determine that (1) the order is signed by a judge and (2) that there is an indication on the order that it has been filed with the Office of the Clerk of Court of Guilford County or any other County in North Carolina. Under GS 50B-4, a valid protective order entered by the courts of another state or the courts of an Indian tribe shall be enforced whether or not registered in any Office of the Clerk of Court of any County in North Carolina.

Officers shall carefully review the court order as to the type of action required of the law enforcement officer and the agency responsible for service. Any court ordered actions contained in the order must be applied under the provisions of law found in the United States Constitution, as well as North Carolina General Statutes. Specifically, officers shall not engage in search and seizure related actions that violate individual rights. Civil child custody orders should not be enforced by taking a child from one person and delivering the child to someone else unless a North Carolina court order specifically directs an officer to do so. In the absence of such court order, officers may not take a child into custody unless otherwise there is probable cause to believe the child should be taken into temporary custody as authorized by GS 7B-500. Custody orders from out of state must be registered with a North Carolina Clerk of Court. A 50B Protective Order may award custody to one parent and an officer is authorized to assist the plaintiff in securing custody of the child, as ordered by the Court. (Directive 11.11 should be reviewed in this context).

As with any performance of official actions, officers are entitled to use reasonable force to execute authorized duties.

In child custody cases, officers should be aware that a heightened state of emotion is typically exhibited by the individuals involved. Therefore, officers shall express to the involved parties that the final determination as to the permanent custody or other control of affected children is left to the authority of the court.

Officers shall take the necessary precautions to preserve their personal safety and the safety of others when providing service of civil processes.

TITLE: SERVICE OF CIVIL PROCESSES	NUMBER 11.12
	PAGE 2 OF 2

11.12.3 RETURN OF SERVICE

As with other legal processes, assigned personnel will provide a return of service as directed by the order. This return will be forwarded to the appropriate division of the courts, through the Greensboro Police Department's Records Management Section, prior to the end of the officer's tour of duty.



Chapter 13



TITLE: TRAFFIC LAW AND PARKING ENFORCEMENT	NUMBER 13.1
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R4/09-01-04	

Enforcement of traffic laws and parking regulations are an integral part of Greensboro Police Department responsibilities. While any police officer may enforce traffic laws and ordinances, parking enforcement activities are also shared by nonsworn employees and volunteers to the Department. Accordingly, procedures to be followed with regard to enforcement of traffic law, general parking ordinances, handicapped parking laws, and the use of traffic warning tickets are found in the Patrol Divisions' Standard Operating Procedures.

13.1.1 ISSUANCE OF PARKING TICKET BOOKS

Police personnel will secure ticket books from the Records Management Section. All uniform line personnel should have parking tickets available. Officers must sign for each book of tickets and will be held accountable for each ticket. Tickets will be listed numerically in a ledger provided by the Records Management Section. An issuance form attached to each book of tickets should be completed and given to Records personnel for entry into the City's parking ticket database.

13.1.2 WRITING PARKING TICKETS

All parking tickets will be printed in clear concise letters. Ball point pens will be used with enough pressure to print legible copies. Separate parking tickets will be printed for each offense. A second violation requires a second ticket.

Tickets will not be issued for overtime parking on holidays observed by the City of Greensboro or on Sundays.

Once any information is written on the ticket, the ticket will be completed. Tickets will not be preprinted for date or any other required information before a violation is observed.

Tickets will be placed by the issuing officer in a conspicuous place where the driver can observe the ticket upon approaching or entering the vehicle. In case of an automobile or truck, the ticket should be placed under the windshield wiper blade on the driver's side of the vehicle. When placing a ticket on a motorcycle, the ticket should be placed in a manner as to receive immediate attention from the operator.

13.1.3 TURNING IN COPIES OF TICKETS

Copies of all completed tickets will be placed in a locked receptacle box provided in the Records Management Section.

13.1.4 PAYMENT OF TICKETS

Payment instructions are printed on the violator's copy of the parking ticket. Departmental personnel are prohibited from receiving or processing payment for parking tickets.

TITLE: TRAFFIC LAW AND PARKING ENFORCEMENT	NUMBER 13.1
	PAGE 2 OF 3

13.1.5 VOIDING PARKING TICKETS

Parking tickets may only be voided by the Chief of Police, Bureau or Division Commanders or the Parking Enforcement Supervisor. Under no circumstances will anyone void a parking ticket for themselves, a family member, or a close acquaintance.

Citizen complaints or requests for the voiding of a parking ticket should be referred to the issuing member's chain of command. After consideration of the factors listed below, a supervisor in the issuing member's chain of command may recommend a void.

The following circumstances may be considered as extenuating or emergency situations when making a decision to void a parking ticket:

- Disabled vehicle - Operators must show reasonable cause of disablement and that immediate assistance was being sought.
- Emergency illness, such as a doctor on an emergency.
- Police, fire, or EMS vehicles while engaged in official police or fire business. This shall not include police or fire personnel on or off duty while attending court, or attending to personal business.
- Tickets which are apparently not collectible, such as stolen vehicles.
- Tickets issued in error.
- Impounded vehicles.
- Malfunction of meters.
- Defaced, illegible, or missing regulatory signs.
- Other circumstances wherein the best interests of the City of Greensboro would be served.

All tickets which are recommended for voidance will be routed to the Central Division Parking Enforcement Squad Supervisor for review and processing. Information indicating the justification for voidance will accompany the parking ticket.

The Parking Enforcement Squad Supervisor will maintain documentation for all voided parking tickets.

13.1.6 BAGGING METERS TO REGULATE OR PROHIBIT PARKING

When necessary and advisable, a vehicle used in emergency repairs, special construction, or similar circumstances may park in violation of metered zone time limits. Such parking must be authorized by the supervisor of the Parking Enforcement Squad.

TITLE: TRAFFIC LAW AND PARKING ENFORCEMENT	NUMBER 13.1
	PAGE 3 OF 3

In such cases, the meter will be covered by an authorized parking bag which shows the company or person's name, date issued, date bag expires, and designates the block in which it may be used. Authorized parking bags may not be used in twelve-minute zones, commercial loading zones, or other prohibited zones. The maximum time limit for use of authorized meter bags will not exceed fifteen days.

During certain emergency situations or special events, it may be necessary to prohibit parking in metered areas to regulate traffic and for the safety of pedestrians. Bags, which designate the area a "no parking, tow-in zone", can be placed on the meters at the direction of the Event Commander or other supervisor. Vehicles violating the provisions of these bags may be impounded and towed.

Failure to comply with the regulations governing the use of authorized meter bags or misuse of the bag will result in the vehicle being given a ticket and the parking approval being rescinded.

TITLE: TRAFFIC CRASH INVESTIGATION AND ENFORCEMENT	NUMBER 13.2
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R5/09-01-04	

13.2.1 INVESTIGATIVE POLICY

It is the policy of the Greensboro Police Department to investigate traffic crashes whether they occur on public streets, public vehicular areas, or private property.

Such investigations shall be directed toward appropriate reporting, the enforcement of traffic laws, public safety and education, and prevention of future crashes.

Minor crashes, which are settled between the parties involved and go unreported initially, are not routinely investigated after the fact, if the agreement between the parties collapses.

13.2.2 ENFORCEMENT POLICY

Upon completion of any investigation of a traffic crash and determination that a violation of traffic laws has occurred, the investigating officer shall take the appropriate enforcement action.

13.2.3 OFFICER RESPONSE

It will be the policy of the Greensboro Police Department to have an officer respond to the scene of any crash involving the following:

- Personal injury or death.
- Hit and run.
- Alcohol or drug related crashes.
- Crashes causing traffic obstructions.
- Crashes where the operators are causing a disturbance.
- Damage to vehicles to the extent towing is required.
- Property damage which exceeds \$1000.

Upon arrival at the scene of a crash, the officer should perform basic functions with regard to the *crash* such as:

- Administer emergency medical care or basic life support.
- Summon necessary assistance.
- Protect the crash scene.
- Preserve short-lived evidence.

TITLE: TRAFFIC CRASH INVESTIGATION AND ENFORCEMENT	NUMBER 13.2
	PAGE 2 OF 2

- Establish traffic patterns around the crash scene.
- Remove debris and vehicles from the roadway.
- Locate witnesses and record crash information.

The order of these functions may be altered, and the above list does not exclude necessary functions which may arise at the scene.

13.2.4 CRASH INVESTIGATION RESPONSIBILITY

Crash investigation responsibility may be established several ways:

- Assigned by the Communications Center.
- Assigned by supervisory officers.
- Acceptance by first arriving unit.

For purposes of placing responsibility, the initial unit assigned by the Communications Center will be in charge of the crash scene and investigation unless properly relieved.

13.2.5 EXCHANGE SLIPS

Officers will ensure that each driver or party involved in a traffic crash completes an Exchange Slip. The officer shall attempt to verify all information on the slip and assist citizens in filling out the slip prior to the exchange.

In cases where persons are injured and taken from the scene; or when the information needed is not available at the scene, such as hit-and-run crashes, the officer who completes the investigation shall contact the victim(s) and relay the necessary information to them to complete the Exchange Slip.

The standard DMV349 Crash Report pads have available in them a North Carolina State version of an Exchange Slip, green in color. These Exchange Slips are only to be used when a Crash Report is completed and filed with the Records Management Section.

The Greensboro Police Department's Exchange Slip can be used for any crash.

If the officer in a reasonable length of time cannot verify proper identification or insurance information, the citizen seeking such information should be referred to the Crash Reconstruction Team for assistance.

13.2.6 CRASHES ON PRIVATE PROPERTY

It will be the policy of the Greensboro Police Department to investigate any reportable crash occurring on private property.

TITLE: TRAFFIC DIRECTION AND CONTROL	NUMBER 13.3
EFFECTIVE DATE: 08-01-99	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R2/08-01-99	

13.3.1 GENERAL

The essence of traffic direction and control is the orderly and safe movement of vehicles and pedestrians on the streets and highways of the City of Greensboro.

Frequently, during construction, at crash or fire scenes, during inclement weather, at special events, or when existing signal devices are malfunctioning, it may be necessary to establish temporary manual traffic control.

13.3.2 PRACTICES AND METHODS

Manual control shall not be used when an existing automatic control device will alleviate the problems.

To ensure that traffic direction and control techniques are standardized, all members will utilize the current approved methods applicable to traffic direction and control.

Members performing traffic direction control shall wear an appropriate reflective outer garment.

In the event a situation requires the need for additional personnel to assist in the control and direction of traffic, nonsworn personnel who have been trained in traffic control may be utilized. Selection and training of nonsworn traffic control officers will be accomplished pursuant to current North Carolina General Statutes.

Officers may close roads or streets, if the existing conditions pose a hazard to the safety of persons traveling on the roads or streets.

13.3.3 TEMPORARY TRAFFIC CONTROL DEVICES

Normally, temporary traffic control devices will only be used with supervisory approval for control of traffic during peak rush hours or during special events or in the event a key signal light malfunctions. Supervisors will ensure the return of all signs as soon as they are no longer required.

Temporary devices may be called for to augment personnel working to control traffic in problem areas or emergency locations arising from severe or adverse weather, such as flooding of streets and park areas.

The use of temporary stop signs will be limited to those key intersections at which a traffic signal has failed completely. If the traffic signal can be placed on four-way blink or flash, this is preferred over use of the temporary stop sign.

13.3.4 TRAFFIC CONTROL AT SPECIAL EVENTS

Special contingency plans will be prepared for all planned major special events and will include:

- Ingress and egress of vehicles and pedestrians.

TITLE: TRAFFIC DIRECTION AND CONTROL	NUMBER 13.3
	PAGE 2 OF 2

- Provisions for parking and spectator control.
- Public transportation.
- Assignment of duties and reliefs.
- Alternate traffic routing.
- Temporary traffic controls and parking prohibitions.
- Emergency vehicle access.
- Appropriate media coverage of such plans.

13.3.5 TRAFFIC CONTROL AT FIRE SCENES

Officers responding to the scene of a fire call will ensure observance of the following rules in regards to traffic control:

- No vehicles, including those of volunteer firemen, will be allowed to drive into the block where fire apparatus is parking and operating.
- No vehicles will be allowed to drive over fire hoses without the approval of the on-scene fire commander.
- In case of a fire at a facility such as a hospital, no vehicles, including those of volunteer firemen, will be allowed on the grounds.
- The exceptions to the rules will be life-saving vehicles on actual calls for service.
- Parked vehicles which interfere with fire operations may be towed, as needed.

TITLE: MOTORIST ASSISTANCE	NUMBER 13.4
EFFECTIVE DATE: 08-01-99	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R2/08-01-99	

13.4.1 GENERAL ASSISTANCE

Personnel will make reasonable efforts to be alert for and assist disabled or stranded motorists. Such assistance may include:

- Changing a flat tire
- Calling for a wrecker at the citizen's expense (either by rotation or request)
- Obtaining gasoline, provided that an approved safety container is available and that gasoline is not transported within the passenger area of a Departmental vehicle
- Transporting the motorist to a nearby service station, repair facility, or other location
- Calling for emergency services (fire, medical, etc.), remaining at the scene to render aid, coordinate response, and serve as a communications link until assistance arrives and the scene is stabilized
- Jump-start a vehicle, as prescribed below
- Contact the Motorist Assistance Patrol, if on an Interstate or U.S. Highway

In addition, as a part of normal duties and responsibilities, personnel will report any traffic engineering-related problems, such as street lights out, street signs down, street design problems, or any information that would improve conditions and safety for the general public.

Any engineering problem noted will be reported, via Communications or written correspondence, to the proper agency or department.

13.4.2 JUMP-STARTING

Personnel may use police vehicles to jump-start other police or public safety vehicles. Civilian vehicles will not be jump-started except in exigent circumstances with the approval of a supervisor.

Personnel will not attempt to jump-start any vehicle under the following circumstances: when the vehicle has been involved in a crash; the vehicle has a different electrical system from the police vehicle; there is any possibility that flammable gases or liquids may be present; or the battery appears to be damaged, altered, or leaking fluid.

There is a possibility that the battery may explode from an electrical spark, as a result of hydrogen gas being given off by the battery, mixing with oxygen. To safely jump-start a vehicle, the following procedures will be followed:

- If the discharged battery has filler caps, check the fluid level in each cell, and add clean tap water, as necessary.
- Turn off all electrical accessories in each vehicle, including the police radio.

TITLE: MOTORIST ASSISTANCE	NUMBER 13.4
	PAGE 2 OF 2

- Position the vehicles so that they do not touch. Extinguish any smoking materials.
- The last connection made with the cables is the connection that will spark. To reduce the possibility of an explosion, this connection should be made away from a battery. Connect the cables in the following order:
 - Positive (+) terminal of the discharged battery.
 - Positive (+) terminal of the good battery.
 - Negative (-) terminal of the good battery.
 - Negative (-) to a grounded portion of the disabled vehicle. Do not connect to the negative terminal of the discharged battery.
 - Remove the jumper cables in reverse order.

Personnel should try to avoid battery fluid from coming in contact with the skin or clothing. If contact is made, flush the contaminated area with water. If battery fluid gets in the eyes, immediate medical attention should be sought.

13.4.3 PROHIBITED PRACTICES

Personnel will not:

- Attempt to make mechanical repairs to disabled vehicles.
- Attempt to jimmy or unlock lock-outs except in cases involving a threat to safety.

TITLE: IMPOUNDING AND TOWING VEHICLES	NUMBER 13.5
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 5
REVISION HISTORY: (Adopted 09-01-94) R5/09-01-04	

13.5.1 IMPOUNDING VEHICLES

Vehicles found in violation of the Greensboro Code of Ordinances will be impounded and a contract wrecker summoned to tow the vehicle to the wrecker company's storage lot. For the purpose of this directive, a vehicle is deemed impounded when a law enforcement officer or other person authorized by the Chief of Police has requested that a wrecker be summoned. All violations of the Greensboro Code of Ordinances should be scrutinized closely to determine the appropriate enforcement action - warning ticket, parking ticket, or impoundment.

13.5.2 WRECKER FEE RESPONSIBILITY

Once a wrecker has been summoned, it cannot be routinely canceled since a service fee is due. The wrecker should be allowed to respond to the scene and collect a minor impounding fee if the owner/operator arrives prior to the vehicle being removed, pursuant to this directive.

If the owner/operator has made a good faith effort to remove the disabled vehicle by calling his own wrecker and the officer in the meantime also calls a wrecker, the officer may sign the ticket of the rotation wrecker and the Department will pay the bill.

If the operator cannot or will not pay the fee, the vehicle will be towed and release must then be handled through the Records Management Section.

13.5.3 PARKING TICKET NOT ISSUED IF VEHICLE TOWED

Officers observing a vehicle in violation of the Greensboro Code of Ordinances will not issue a parking ticket if they intend to impound and tow the vehicle. Vehicles parked that have already been ticketed will have those tickets removed and voided upon towing, pursuant to the provisions of Departmental Directives.

13.5.4 RESTRICTED PARKING AREAS

Newly restricted parking areas will not be enforced for a period of ten days from the date the regulatory signs are erected. This date is usually printed on the back of the parking signs. During this ten-day period, the only enforcement action will be the issuance of parking warning tickets.

No enforcement action will be taken against vehicles parked in time-regulated restricted zones until ten minutes after the start of the time period and end ten minutes before the expiration of the time period.

Example: No parking (tow-in) - 0700 to 0900 hours
Enforcement time - 0710 to 0850 hours

A vehicle that has apparently become disabled in restricted zones should be given a reasonable amount of time to be removed unless it poses an immediate hazard or obstruction to other traffic.

TITLE: IMPOUNDING AND TOWING VEHICLES	NUMBER 13.5
	PAGE 2 OF 5

13.5.5 PRIVATE DRIVEWAY OBSTRUCTION

No enforcement action shall be taken against vehicles found obstructing the entrance to a private driveway or alleyway unless the person having control over the property where the entrance is obstructed requests an officer to take action.

13.5.6 IMPOUNDMENT FORM

When an officer determines that a vehicle is to be impounded, as set forth in the Greensboro Code of Ordinances, they shall complete a Vehicle Impoundment Form, sketch a diagram of the location, vehicle, and signs, note any special circumstances, and request that the next rotation wrecker be dispatched to their location.

The telecommunicator should be advised if the impounded vehicle might require some special handling by the wrecker company, such as large trucks, some types of sports cars, vehicles with no bumpers, etc.

If a vehicle is impounded and released at the scene with the minor impounding fee paid, the appropriate portion of the Impoundment Form will be completed and turned in at the Records Management Section prior to the end of that duty day.

When a vehicle is impounded and towed, the wrecker driver will be given the officer's name, badge number, and the activity number so that they may be recorded on the wrecker company's billing invoice.

Upon completing the towing of a vehicle, the Impoundment Form and the claim check received from the wrecker driver shall be immediately brought to the Records Management Section.

13.5.7 COLISEUM, MEMORIAL STADIUM, AND OTHER CONGESTED AREAS

The primary responsibility of officers assigned to cover congested areas, such as large crowds at the Coliseum area or the Memorial Stadium, will be the control and direction of traffic. Impounding of vehicles from restricted zones in such areas will be a secondary function, and towing should be limited to those vehicles considered a hazard or obstruction or upon a verified legal complaint. The complainant's name shall be added to the Impoundment Form.

13.5.8 VEHICLES USED IN CRIMINAL ACTS

When an officer has probable cause to believe that a vehicle contains evidence of a crime and requires a detailed search, he may secure (tow) the vehicle until such time that it can be properly searched without interference or distraction from the occupants, bystanders, or any other persons who may be in the immediate area.

A vehicle subject to forfeiture may be towed to a secured storage lot where it can be searched, if applicable, and stored until the necessary paperwork is completed to have the vehicle officially confiscated.

TITLE: IMPOUNDING AND TOWING VEHICLES	NUMBER 13.5
	PAGE 3 OF 5

13.5.9 WRECKED VEHICLES

When a vehicle is rendered inoperable as a result of its involvement in a traffic crash, the investigating officer may have it towed from the crash scene.

If the owner/operator is still present at the time the wrecked vehicle is towed, he may designate where the vehicle is to be towed and by whom.

However, if private arrangements will interfere with the officer completing his investigation and clearing the crash location, he may use a contractual wrecker service.

If the owner/operator is not present at the time the wrecked vehicle is towed, the vehicle will be towed to the storage lot of the wrecker company.

13.5.10 RECOVERED STOLEN VEHICLES

Since recovered stolen vehicles are usually processed by the Forensics Services Section, this can be done at the scene of the recovery or the vehicle can be towed to the storage lot of the wrecker company for processing. The investigating officer may permit the vehicle to be processed at the scene of recovery and then release the vehicle to the rightful owner, thus, avoiding towing. Situations which would dictate the necessity of towing would be inclement weather conditions, areas where a crowd might gather and possibly interfere with the processing of the vehicle, the owner cannot be contacted or the Forensics Services Section is not available.

13.5.11 VEHICLE OBSTRUCTING TRAFFIC OR PARKED ILLEGALLY

When a vehicle is left unattended or has been abandoned and constitutes a hazard because of its location in the flow of traffic or because it blocks the vision of motorists, it should be towed away to remove the hazard. If the obstruction is minimal, the officer can decide to wait a reasonable period of time to see if the driver returns. If the driver does return and the vehicle can be moved by a means other than towing, this should be done if the vehicle can be moved to a location which does not constitute a hazardous obstruction and the means of moving and subsequent security of the vehicle are satisfactory to the owner/operator.

13.5.12 TOWING VEHICLES WHEN THE OPERATOR IS IN CUSTODY

When the operator of a vehicle is taken into custody for an offense and North Carolina General Statutes provide for the mandatory seizure and impoundment of the vehicle, the vehicle will be towed.

When the operator of a vehicle is taken into custody and it is not necessary to impound the vehicle, the arresting officer may allow the operator/owner to make a rational decision regarding the disposition of the vehicle. The decision reached by the operator/owner must not interfere with the case, permit escape, create a traffic problem or otherwise lead to a questionable legal situation. If the operator/owner decides to turn the vehicle over to another party, the arresting officer must confirm that the party taking control of the vehicle has a valid operator's license and is not under the influence of alcohol or drugs. The arresting officer may allow the operator/owner to leave the vehicle parked at the place of arrest if parking is legal at that location. In either situation, the officer will ensure Section H of the Vehicle Impounding Form (PS-POL-84-497) is completed.

TITLE: IMPOUNDING AND TOWING VEHICLES	NUMBER 13.5
	PAGE 4 OF 5

13.5.13 RELEASE OF IMPOUNDED VEHICLES AT SCENE

A Greensboro police officer or persons appointed by the Chief of Police can authorize the release of an impounded vehicle at the scene of the impoundment when the owner or person entitled to use of the vehicle arrives on the scene and agrees to pay the minor impounding fee to the authorized wrecker driver.

In those cases where the motorist cannot or will not pay the minor impounding fee, the vehicle will be towed and release must then be handled through the Records Management Section.

Once requested, a wrecker should not be canceled if the owner or operator of the vehicle arrives on the scene. The wrecker should be allowed to respond to collect the minor impounding fee from the owner or operator. Otherwise, the City is billed for the canceled wrecker.

13.5.14 RELEASE OF IMPOUNDED VEHICLES AFTER TOWING

The release of an impounded vehicle will be processed by the Records Management Section. After proper identification of the vehicle and the person requesting its release, the vehicle may be released upon payment of an impoundment and storage fee, as approved by the City Council, or without payment, provided that proper authorization is granted, consistent with Departmental procedure.

A payment receipt and a claim check will be given to the person claiming the vehicle.

13.5.15 IMPOUNDMENT HEARING PROCEDURES

When a vehicle is impounded, pursuant to the Greensboro Code of Ordinances, the Police Department must provide the owner or operator an opportunity to contest the validity of the tow and regain custody of the vehicle without payment of towing and storage fees, if it is determined that the tow was improper.

Responsibility of the Officer Initiating the Impoundment - The officer shall verbally notify the owner/operator of a vehicle who arrives on the scene of the impoundment of their right to a hearing to contest the validity of the impoundment prior to any payment to the wrecker driver, and shall secure a written request for or waiver of a hearing, using form Impoundment-A.

Release of the vehicle at the scene of the impoundment may be accomplished only by payment of the appropriate minor impoundment fee to the wrecker driver. If the owner/operator wishes to request a hearing without payment of the minor impoundment fee, the officer will accept responsibility for the Department to pay the minor fee contingent on the outcome of the hearing. The vehicle will not be towed.

The impounding officer shall complete the remainder of form Impoundment-A and turn it in to the Records Management Section, along with any other paperwork incidental to the impoundment.

Responsibility of the Division of Information and Technology- The Records Management Section employee processing the release of a vehicle shall advise the owner/operator of their right to a hearing and shall secure a written request for or waiver of a hearing using form Impoundment-B.

TITLE: IMPOUNDING AND TOWING VEHICLES	NUMBER 13.5
	PAGE 5 OF 5

The Records Management Section employee shall escort any owner/operator requesting a hearing to the Watch Operations Center and shall provide the Watch Specialist with all paperwork incidental to the impoundment.

After the resolution of the hearing, the Records Management Section employee shall release the vehicle, consistent with this directive and the decision of the hearing or hearing appeal officer. The Records Management Section will ensure that a letter is mailed to the registered owner of any impounded motor vehicle, informing the owner of his right to a hearing, if the owner/ operator has not claimed the vehicle or previously requested a hearing. The letter must be mailed not later than 72 hours following the impoundment.

Responsibility of the Watch Specialist- The Watch Specialist will conduct a requested hearing and will make a judgment consistent with current Departmental policies. If the owner/operator requests an appeal of the Watch Specialists' decision, the Watch Specialist shall contact the Watch Commander or, in his absence, the highest ranking on-duty Field Officer to conduct the appeal hearing.

After the hearing and appeal (if necessary), the Watch Specialist will return the paperwork and the owner/operator to the Records Management Section. If the ruling was in favor of the owner/operator, the City will refund to the owner/operator any fees paid to the wrecker driver.

The Watch Specialist will complete a Record of Hearing form after every hearing and will forward a copy of any form that indicates a refund due directly to the Commanding Officer of the Division of Information and Technology. The original of each Record of Hearing Form will become a part of the case file.

If a request for an appeal hearing is made by the owner/operator of the vehicle, the decision of the Watch Commander or, in his absence, the highest ranking on-duty Field Officer is deemed final.

13.5.16 ACCOUNTABILITY FOR FEES AND VEHICLES

The Commanding Officer of the Division of Information and Technology will be responsible for the proper release of vehicles, the accountability of fees collected, accountability for the vehicles in storage and certification of billings from contract wrecker services for towing done under the authority of this directive.

TITLE: ABANDONED VEHICLES	NUMBER 13.6
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R2/09-01-04	

13.6.1 GENERAL

City Ordinance 17-51 defines an "abandoned vehicle" as a vehicle that:

- Has been left on a street or highway in violation of the law or ordinance regulating or prohibiting parking; or
- Has been left on property owned or operated by the City for a period of not less than twenty-four hours; or
- Has been left on any street or highway for longer than seven days; or
- Has been left on private property without the consent of the owner, occupant, or lessee thereof for longer than twenty-four hours.

City Ordinance 17-51 defines "abandoned junk motor vehicle" as a vehicle which meets the definition of an "abandoned vehicle" and in addition:

- Is partially dismantled or wrecked; or
- Cannot be self-propelled or moved in the manner in which it was originally intended to move; or
- Is more than five years old and worth less than \$100; or
- Does not display a current license plate.

13.6.2 INVESTIGATING OFFICER'S RESPONSIBILITY

Any officer answering a complaint or observing an abandoned vehicle will check to see if the vehicle has been reported stolen. If so, the case will be handled as a stolen property recovery and not as an abandoned vehicle.

If the vehicle is not stolen and meets the definition of either an "abandoned vehicle" or an "abandoned junk motor vehicle," the officer should attempt to locate the owner. If located, the owner should be advised of the ordinances pertaining to the violation observed.

If the owner cannot be located, the officer will complete the top portion of an Abandoned Motor Vehicle form. If possible, the tires should be marked and the mileage recorded.

The investigating officer will secure an activity number and turn the Abandoned Motor Vehicle form into the Records Management Section.

13.6.3 ABANDONED VEHICLE TAG

The abandoned vehicle tag is designed to notify patrol officers when some prior action has been taken with an abandoned or suspicious vehicle.

TITLE: ABANDONED VEHICLES	NUMBER 13.6
	PAGE 2 OF 3

The use of the tag requires that:

- The officer suspects the vehicle to be abandoned or out of place in some manner.
- Some action must be taken, either an abandoned vehicle report or vehicle check (stolen, wanted, etc.), and the action taken indicated on the tag.
- If no action is taken, the tag should not be applied to a vehicle.

The tag is a fluorescent green sticker, Form PS-POL-555-3061 that should be applied to the window glass of the abandoned vehicle. This tag should not be applied to any painted portion of the vehicle.

13.6.4 FOLLOW-UP RESPONSIBILITIES

Upon receiving the Abandoned Motor Vehicle form from the investigating officer, Records Management Section personnel will forward it to the Code Enforcement Division. Follow-up investigation will be conducted by personnel from the Code Enforcement Division.

If the vehicle is subsequently towed, it will be done only at the direction of the Code Enforcement personnel, who will complete Part I of the Recovered/Released Abandoned Vehicle Information Report. This report will be forwarded to the Records Management Section.

13.6.5 ACTION BY CODE ENFORCEMENT DIVISION

Vehicles are normally ordered towed away by Code Enforcement personnel from the following areas:

- Public streets seven days after being reported.
- Interstate highways forty-eight hours after being reported.
- Public vehicular areas twenty-four hours after being reported provided the person in control of the premises agrees to the towing.
- Private property seven days after being reported.

13.6.6 RECORDS MANAGEMENT SECTION FOLLOW-UP

Upon receiving a copy of the Recovered/Released Abandoned Vehicle Information Report, Records Management Section personnel will do the following:

- Complete Part II of the form and file it in the Abandoned Auto Suspension File notebook.
- Enter the appropriate data in the Abandoned Motor Vehicle Log Book at the front desk.
- Enter the vehicle in the NCIC/DCI system's Recovered Vehicle file.

13.6.7 DISPOSAL OF VEHICLES

Towed vehicles may be disposed of by Code Enforcement personnel in several ways:

- The vehicle may be released to the owner. Police personnel are not authorized to release any abandoned vehicles.
- The vehicle may be sold as prescribed by law.
- The vehicle may be destroyed as prescribed by law.
- The vehicle may be retained in storage.

Upon disposing of the towed vehicle, or sixty days after towing it, whichever comes first, Code Enforcement personnel will complete Part III of the Recovered/Released Abandoned Vehicle Information Report and forward it to the Records Management Section.

Upon receiving notification of the vehicle's disposition, Records Management Section personnel will:

- Remove the vehicle from the NCIC/DCI system's files.
- Enter the disposition in the Abandoned Motor Vehicle Log Book at the front desk.
- Complete Part IV of the Recovered/Released Abandoned Vehicle Information Report, remove the report from the Abandoned Auto Suspension File notebook, and place it in the case file.

TITLE: SEIZURE OF VEHICLES SUBJECT TO FORFEITURE	NUMBER 13.7
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-94) R2/09-01-04	

13.7.1 GENERAL

Within the scope of normal police functions, officers are involved in situations in which motor vehicles and conveyances are subject to seizure and forfeiture. Therefore, it is necessary to establish guidelines to facilitate the seizure and control of vehicles subject to forfeiture. Vehicles may be seized as a result of criminal activity involving certain alcoholic beverage control violations, certain narcotic violations, stolen property, certain lotteries, and prearranged speed competition.

The guidelines presented in this directive will set out procedures to maintain accountability for the vehicles seized.

13.7.2 VEHICLES SUBJECT TO SEIZURE

Narcotic Violations (North Carolina General Statute 90-112) - Motor vehicles, airplanes, and boats are subject to seizure if the following exists:

- It was used to convey, conceal, or transport a controlled substance or equipment used in the manufacture, sale, or delivery of a controlled substance.
- The violation must be a felony.
- The owner must be in possession of the vehicle or have knowledge that the vehicle was being used in violation.
- Common carrier vehicles are exempt unless the owner of the vehicle or person in control of the vehicle was aware of the violation.

Theft-Related Seizures (North Carolina General Statute 14-86.1) - Motor vehicles, airplanes, and boats are subject to seizure if the following exists:

- It was used to convey, conceal, or transport stolen property in connection with General Statutes 14-71 or 14-71.1 (receiving and/or possessing stolen property) or used in the commission of an armed robbery or common law robbery.
- The violation must be a felony.
- The owner must be in possession of the vehicle or have knowledge that the vehicle was being used in violation.
- Common carrier vehicles are exempt unless the owner of the vehicle or the person in control of the vehicle was aware of the violation.

Alcoholic Beverage Control-Related Seizures (North Carolina General Statute 18B-504) - Motor vehicles, airplanes, and boats are subject to seizure if the following exists:

- The conveyance is used to transport nontax-paid alcoholic beverages as provided in General Statute 18B-504.

TITLE: SEIZURE OF VEHICLES SUBJECT TO FORFEITURE	NUMBER 13.7
	PAGE 2 OF 4

Motor Vehicle Violations (North Carolina General Statute 20-141.3) - Motor vehicles are subject to seizure if the following exists:

- The vehicle was engaged in willful, prearranged speed competition with another vehicle as on a street or highway. Vehicles seized under this section must be placed in the custody of the Guilford County Sheriff's Department.

Lottery-Related Seizures (North Carolina General Statute 14-299) - Motor vehicles and other property are subject to seizure if the property was being used in connection with the conduct of an illegal lottery.

13.7.3 RESPONSIBILITY OF PATROL OFFICERS MAKING VEHICLE SEIZURES

The officer who initiated the seizure is responsible for the seizure, inventory, and initial storage of the vehicle.

Seizure is made by effecting custody of the vehicle and towing the vehicle to a storage facility.

In those cases involving prearranged speed competition, the vehicle must be placed in the custody of the Guilford County Sheriff's Department.

If the vehicle is not seized as incident to arrest, it may only, thereafter, be seized pursuant to a court order authorizing such seizure or with a search warrant.

Storage is authorized at any of the wrecker companies utilized by the city or the police storage facility. Storage at the police storage facility is preferable and is to be coordinated with the Evidence Technician. If seizure is made during his duty hours, the vehicle is to be stored at the police storage facility. After normal business hours, the vehicle can be towed and secured inside the storage facility fence until the next duty day. In cases where the vehicle needs to be secured in the facility, normal call-out procedures would apply in order to have an Evidence Technician respond.

Inventory of the seized vehicle should be completed before ending the duty day. Inventory includes an accounting of containers found in the vehicle and their contents. Illegal contents found in containers may provide the basis for additional criminal charges (Police Attorney's memorandum dated 1/30/87 in response to Supreme Court Case Colorado vs. Berine, 1/14/87).

The officer is responsible for ensuring that tow-in forms, court orders or search warrants (where necessary), inventory, and arrest sheets are properly completed. These will be filed in the Records Management Section under the original activity number.

- A tow-in form is to be completed and a claim check obtained from the wrecker driver.
- A Greensboro Police Department Inventory Form will be completed as soon as possible after the seizure.
- The arrest sheet should contain details of the seizure noted only on the pink copy.

TITLE: SEIZURE OF VEHICLES SUBJECT TO FORFEITURE	NUMBER 13.7
	PAGE 3 OF 4

- A Greensboro Police Investigative Report is to be completed detailing the circumstances of the seizure.

The officer is responsible for properly routing the above completed forms.

If the seizure is a result of a narcotics, lottery, or alcohol beverage control law violation, a copy of the tow-in form and claim check, the vehicle inventory, and the pink copy of the arrest report are to be forwarded to the Vice/Narcotics Division for disposition. The original tow-in sheet, claim check, and inventory form are to be turned in to the Records Management Section.

If the seizure is a result of a theft related or robbery violation, the above listed copies are to be forwarded to the Criminal Investigation Division. All originals are to be turned in to the Records Management Section.

If the seizure is a result of a prearranged racing violation, the officer is responsible for dictating a memorandum, through channels, to the Sheriff of Guilford County, relating conditions causing the seizure and the storage location. The tow-in and claim check and the inventory form are to be turned in to the Records Management Section; and copies of the tow-in form, claim check, and inventory; and the pink copy of the arrest sheet, with details of the seizure, are to be forwarded to the Sheriff's Department.

The officer is responsible for evidence handling.

The seized vehicle constitutes evidence of a crime; therefore, it is important that it be documented and secured.

The seized vehicle is to be listed on an Evidence Control Card and the keys are to be turned in as evidence on those cases where the vehicle is stored at the police storage facility.

The seized vehicle is to be secured by locking the vehicle at the conclusion of the inventory.

13.7.4 DISPOSITION OF SEIZED VEHICLE

The disposition of a vehicle seized as the result of a narcotics, lottery, or ABC law violation will be the responsibility of the Vice/Narcotics Division.

Upon receipt of the information regarding the seizure of a vehicle, a Vice/Narcotics detective will be assigned the case and the responsibility of the seized vehicle. They will retrieve data, such as title information, liens and lien holders, and the legal owner of the vehicle. The Commanding Officer will determine whether the existence of any lien makes forfeiture economically impractical.

In the event the seized vehicle is stored at a location other than the police storage facility, the assigned detective will ensure that the vehicle is moved to the police storage facility within five days. The detective will be responsible for turning in the tow bill from the wrecker company to the Records Management Section.

The detective should notify the initiating officer as to the disposition of the seized vehicle.

TITLE: SEIZURE OF VEHICLES SUBJECT TO FORFEITURE	NUMBER 13.7
	PAGE 4 OF 4

The disposition of the vehicle seized as a result of a theft related or robbery related violation will be the responsibility of the Criminal Investigation Division.

Upon receipt of the information regarding the seizure of the vehicle, a detective will be assigned the case and the responsibility of the seized vehicle. He will retrieve data, such as title information, lien and lien holders, and the legal owner of the vehicle. The Commanding Officer will determine whether the existence of any lien makes forfeiture economically impractical.

In the event the seized vehicle is stored at a location other than the police storage facility, the assigned detective will ensure that the vehicle is moved to the police storage facility within five days. This detective will be responsible for turning the tow bill from the wrecker company in to the Records Management Section.

The detective should notify the initiating officer as to the disposition of the seized vehicle.

The disposition of a vehicle seized as the result of prearranged racing by statute is the responsibility of the Sheriff of Guilford County. He will be notified of the seizure, as stated in this directive, and, subsequently, make a determination as to the forfeiture.

TITLE: CHEMICAL ANALYSIS FOR ALCOHOL	NUMBER 13.8
EFFECTIVE DATE: 06-25-07	PAGE 1 OF 8
REVISION HISTORY: (Adopted 09-01-94) R6/06-25-07	

The purpose of this directive is to establish the procedures to be used in administering a program to measure the blood/alcohol, or other impairing substance level of persons charged with implied-consent offenses and the use of evidential breath testing equipment for administrative purposes.

The use of chemical analysis for determining the impairing substance concentration of persons arrested for implied-consent offenses serves as a deterrent to the impaired driver. The results can also provide valuable evidence in case preparation. By possessing a working knowledge of the program, personnel may participate in the saving of lives and property, as well as the presentation of valid testimony in court.

13.8.1 GENERAL REQUIREMENTS AND INFORMATION

It is the policy of this Department to offer a chemical analysis to all persons charged with an implied-consent offense. A person must be charged prior to presentation to a chemical analyst. Charging can be done by arrest or citation, but no involuntary transport to the chemical analyst can occur unless the person has been physically arrested. This is apart from the General Statute 20-16.2(i) requirement that authorizes a person suspected of committing an implied-consent offense to request a pre-arrest chemical analysis of his breath. The procedures for a pre-arrest chemical analysis are addressed in Directive 13.9. The Department will also administer chemical analysis for other governmental law enforcement agencies.

Under most circumstances, the arresting officer should request that a chemical analysis of the breath be administered. On those occasions where the arrestee is sick, injured, unconscious, is admitted to a hospital, or otherwise unable to submit to breath analysis, the officer should request a blood analysis. Blood analysis is also appropriate in cases involving arrestees whom the arresting officer reasonably believes are impaired by substances other than alcohol; or in addition to alcohol. G.S. 20-16.3(d) provides that an officer can use a negative result on an alcohol screening device to aid in determining if the driver is impaired by a substance other than alcohol. Such information, coupled with other relevant facts known to the officer, could lead to a decision by the officer to request blood analysis, rather than breath analysis, of the arrestee.

Members of the department are authorized to utilize approved portable alcohol screening devices for "on the scene" testing of a driver's alcohol concentration as specified in 13.8.4. When used in this manner, the officer is not required to arrest the driver prior to offering this type of test.

13.8.2 LEGAL BASIS FOR CHEMICAL ANALYSIS

General Statute 20-16.2 provides that any person who operates a vehicle on a street or public vehicular area will be deemed to have given consent to a chemical analysis of his breath or blood in the event of being charged with an implied-consent offense.

Implied-consent offenses are:

- G.S. 20-12.1, "Impaired Instruction"
- G.S. 20-138.1, "Impaired Driving"
- G.S. 20-138.2, "Impaired Driving in Commercial Vehicle"
- G.S. 20-138.2A, "Operating a Commercial Vehicle After Consuming Alcohol"
- G.S. 20-138.2B, "Operating a School Bus or Child Care Vehicle After Consuming Alcohol"

- G.S. 20-138.3, “Driving by Person Less than 21 Years Old After Consuming Alcohol or Drugs”
- G.S. 20-138.7, “Transporting an Open Container of Alcoholic Beverage After Consuming Alcohol”
- G.S. 20-141.4(a1), “Felony Death by Vehicle”
- G.S. 20-179.3(j), 20-28(a), “Driving While License Revoked by Driving in Violation of the Restrictions on the Limited Driving Privilege Prohibiting Consumption of Alcohol Prior to, or During Driving”
- G.S. 14-17, “First or Second Degree Murder” (involving impaired driving)
- G.S. 14-18, “Involuntary Manslaughter” (involving impaired driving)

13.8.3 CHEMICAL ANALYSIS PROCEDURES

All chemical analyses will be administered according to the current methods, procedures, regulations, and policies of the State and the Department and will be administered by an individual possessing a valid permit issued by the State for that purpose.

After making an arrest for an implied-consent offense, the arresting officer will decide which type of chemical analysis is to be administered based on 13.8.1. If the arresting officer does not possess a valid permit to conduct chemical analyses, the officer will advise a telecommunicator that a chemical analyst is required. The telecommunicator will then notify an on-duty chemical analyst. Records Management Section personnel will administer the test if they are available. If they are not available, qualified Forensics Services Division personnel will administer the test.

All licensed chemical analysts are required to enter each breath or blood analysis in consecutive order in the master log book. The master log book will not be removed from the breath testing room. The officer should make photocopies of the relevant pages of the master log if needed for court purposes. Officers administering a test at a facility other than the MMOB will record such test in the GPD master log book.

At no time will smoking or eating be allowed in the chemical analysis area.

General Statute 20-139.1(d), states that the arrestee may have a physician, qualified technician, chemist, registered nurse, or other qualified person of his own choosing administer a chemical analysis or analyses, in addition to the analysis administered at the direction of the arresting officer. The arresting officer, when so requested, will assist the arrestee in contacting a qualified person to conduct additional analysis. However, it is not necessary that the officer make the call. Additional analysis will be at the arrestee’s expense. If an additional analysis is conducted, the officer should record the name of the person administering the analysis, the type of analysis, the time, date, and location of the analysis, and the type of instrument used including the serial number.

The arrestee has the right to contact an attorney and/or a witness to view the testing procedures. It is the duty of the chemical analyst and/or charging officer to assist the arrestee’s attorney and/or witness in gaining access to the chemical analysis area in accordance with statutory requirements. When Records Management Section personnel are contacted by the attorney and/or witness, they will immediately contact the chemical analyst and/or charging officer to provide access to the chemical analysis area.

Breath Analysis

The chemical analyst will verbally and in writing, advise the arrestee of his rights regarding chemical analysis to determine alcohol concentration. The "Test Record Ticket", Department of Health and Human Services form DHHS 3908, serves as the mechanism for advising the arrestee of his rights regarding the chemical analysis procedure, and for recording the results of the chemical analysis. The arrestee will be given a written copy of these rights, as set forth on the Test Record Ticket.

The chemical analyst will observe the arrestee for no less than fifteen minutes immediately prior to administering the chemical analysis. If the arrestee contacts an attorney, or other witness to view the test procedure, the chemical analyst must wait 30 minutes prior to requesting the arrestee to submit to any chemical analyses. During this period, the arrestee will not be allowed to eat, drink, or smoke. If the arrestee regurgitates during this period, the observation period will be started over.

After the arrestee has been advised of his rights regarding the chemical analysis procedure, the officer or chemical analyst will request the arrestee submit to a chemical analysis of their breath.

The officer should record the name of the person administering the analysis, the type of analysis, and the time, date, and location of the analysis. In the case of a reading of 0.08 or more, the arresting officer and the chemical analyst must execute a revocation report and file it with the judicial official conducting the initial probable cause hearing to allow for seizure of the arrestee's driver's license.

Each Test Record Ticket consists of an original and three (3) copies, with the distribution noted at the bottom of the Ticket. In some instances, additional copies of the Test Record Ticket are needed and must be printed by the chemical analyst within sixty (60) seconds of the printing of the first ticket. Those instances requiring printing of a second Test Record Ticket are:

- test results showing an alcohol concentration of .16 or more, and/or
- the arrestee willfully refuses to be tested, and/or
- the arrestee has an alcohol restriction violation noted on his driver's license as described in G.S. 20-19(c3). (This statute describes the lower allowable alcohol limits for persons whose license has been conditionally restored following a license revocation for certain offenses.)

At the conclusion of the testing procedure, the Test Record Ticket will be distributed as follows:

- First copy- attached to the first copy of the affidavit of the chemical analyst for the Court.
- Second copy- attached to the second copy of the affidavit of the chemical analyst for the Clerk of Court for use in civil revocation of the arrestees driver's license.
- Third copy- to the arrestee.
- Fourth copy- retained by the chemical analyst.
- First copy of the second Test Record- attached to the third copy of the affidavit of the chemical analyst for DMV ignition interlock requirements.

If the arrestee refuses to submit to the analysis requested by the officer or chemical analyst, such action will be considered a willful refusal. Failure to follow directions of the chemical analyst in taking the sample for analysis may be recorded as a willful refusal. Evidence of the arrestee's refusal of the breath or blood analysis is admissible in court.

If the arrestee refuses to submit to the analysis requested by the officer, the officer does not have to assist the arrestee in having any additional analysis administered.

Blood Analysis

If a blood analysis is selected, the officer will transport the arrestee to a local medical facility. If the arresting officer possesses a valid permit to conduct chemical analyses, the officer will conduct the legal procedures associated with drawing blood for a blood analysis. If the arresting officer does not possess a valid permit to conduct chemical analyses, a chemical analyst will be summoned to the medical facility in order to advise the arrestee of his rights under General Statute 20-16.2(a). The chemical analyst will verbally and in writing, advise the arrestee of his rights regarding chemical analysis of his blood to determine alcohol concentration and the arrestee will be given a copy of the rights. The Department of Health and Human Services form DHHS 4003, serves as the mechanism for advising the arrestee of his rights regarding this procedure.

If the arrestee contacts an attorney, or other witness to view the test procedure, the arresting officer or chemical analyst must wait 30 minutes prior to requesting the arrestee to submit to any chemical analyses.

After the arrestee has been advised of his rights regarding the withdrawing of blood for chemical analysis, the officer or chemical analyst will, request the person submit to a blood analysis. If the subject to be tested is unconscious, or otherwise incapable of refusal, the verbal rights notification and request to submit are not required. If the subject to be tested is unconscious, or otherwise incapable of refusal, the officer will request the blood to be drawn by a person qualified to do so. If the person qualified to draw the blood requests written confirmation of the request, the officer must complete the Request for Blood Sample form.

Blood withdrawal kits will be supplied by the chemical analyst. The physician or other qualified person will withdraw the blood and turn it over to the chemical analyst. It will, thereafter, be handled as evidence. It is the responsibility of the arresting officer to complete a "Laboratory Services Request" form for the blood to be analyzed for alcohol and/or, other impairing substances. When the arresting officer receives notification of the results of the laboratory analysis of the alcohol content of the blood, he will ensure these results are entered into the Intoxilyzer by the chemical analyst originally assigned to the case, for transmittal to the State Chemical Tests for Alcohol Branch.

The arresting officer will complete a "Report of Medical Treatment" form.

If the arrestee refuses to submit to the analysis requested by the officer, the officer does not have to assist the arrestee in having any additional analysis administered.

Refusal of Blood or Breath Analysis

The procedures to be followed by officers following an arrestee's refusal to submit to chemical analysis are as follows:

- If the arrestee refuses to submit to chemical analysis subsequent to a traffic stop, or after being involved in a traffic crash which does **not** involve death or serious injury, the arresting officer may seek approval from the Watch Commander, through channels, to apply to a judicial official for a search warrant to withdraw blood from the arrestee. The Watch Commander will evaluate the appropriateness of this course of action based on all of the circumstances of the case. (A blank copy of a search warrant form for "Blood or Urine in DWI Cases" is available at www.nccourts.org.) If the Watch Commander grants approval, the officer may apply for the issuance of the search warrant. If the warrant is issued, blood may be withdrawn from the arrestee.

Absent approval of the Watch Commander, officers **will not** utilize the provisions of North Carolina General Statute 20-139.1(d1) to compel the withdrawal of blood from the arrestee. Such a case should be recorded as a refusal on the part of the arrestee by the charging officer and the chemical analyst. Both the officer and the analyst will complete the proper affidavit forms and forward same to the Records Management Section, who will forward them to the Division of Motor Vehicles.

- In situations where the refusal to submit to chemical analysis occurs in a case involving a traffic crash with death or critical injury, and a Traffic Safety Unit (TSU) Crash Investigator has been assigned to the case, the TSU Investigator will make the determination on how to proceed. If the Investigator elects to withdraw blood, he will apply for the search warrant in all but the most unusual cases where exigent circumstances exist which make such an application process impractical. It will be the burden of the TSU Investigator to explain and justify the decision not to seek the search warrant to the courts and his supervisor.
- If a refusal to submit to chemical analysis occurs in a case involving a traffic crash with death or critical injury, and a TSU Investigator is not assigned to assist, the investigating officer will confer with the Watch Commander, through channels, as to whether a compelled withdrawal of the arrestee's blood is appropriate, with or without a search warrant.

If the refusal to submit to chemical analysis occurs in a case involving death or critical injury to another person, that fact must be included in the affidavits. After being notarized, the affidavit will be forwarded to the Records Management Section, who will forward it to the Division of Motor Vehicles.

Following the chemical analysis procedure (**Breath or Blood**), the officer and the chemical analyst will go before a notary **or** Magistrate for the purpose of notarizing the affidavits. The Magistrate will initiate a 30-day license revocation, pursuant to General Statute 20-16.5(c), which requires the filing of a copy of the affidavit referred to above.

In both forms of testing, the Driving While Impaired Report form will be completed by the arresting officer. The interview questions on the back of the Driving While Impaired Report form are considered custodial questioning, and the arrestee must be advised of and waive his Miranda Rights prior to having these questions asked.

13.8.4 PORTABLE ALCOHOL SCREENING DEVICES

Portable alcohol screening devices can be useful in assisting officers with the detection and apprehension of persons illegally operating a vehicle after consuming an impairing substance. The North Carolina General Statutes and North Carolina Administrative Code govern the situations where the use of these devices is appropriate, and the types of devices approved for use.

North Carolina General Statute 20-16.3 specifies that an officer can require the driver of a vehicle to submit to an alcohol screening test within a relevant time after driving if the officer has reasonable grounds to believe the driver has consumed alcohol and the driver has;

- committed a moving traffic violation; or
- been involved in a crash; or
- been lawfully stopped at a driver's license check and the officer has an articulable suspicion the driver has committed an implied consent offense; or
- been lawfully stopped or encountered by the officer during the course of his duties and the officer has an articulable suspicion the driver has committed an implied consent offense.

General Statute 20-16.3 authorizes the North Carolina Commission for Health Services to examine and approve those alcohol screening devices which can be utilized in this State, and specify the rules regarding the deployment and maintenance of these devices. The Commission for Health Services describes the approved devices, and the rules governing their usage in section .0500 of the North Carolina Administrative Code (<http://ncrules.state.nc.us/ncac.asp>). The devices currently approved for use are the:

- ALCO-SENSOR, ALCO-SENSOR III, ALCO-SENSOR IV, and ALCO-SENSOR FST manufactured by Intoximeters Inc., and
- SD-2 manufactured by CMI Inc.

There is no specific training currently required by the Commission for Health Services for the use of these devices, other than the officer use the screening device according to the "operational instructions supplied with or listed on the device". The Commission does specify the steps to be taken by an officer when administering an alcohol screening test of the breath.

1. Prior to testing, ensure the driver has removed all foreign substances from his mouth (food, drink, tobacco products, etc). Dental devices and oral jewelry do not need to be removed.
2. Administer the test as soon as possible, unless the driver advises they have consumed an alcoholic beverage within the previous fifteen (15) minutes. If this is the case, wait 15 minutes before administering the test.

3. If the test is done without a waiting period, and the resulting reading is 0.08 or more, the officer must wait five (5) minutes and administer a second test. If the results of this second test show a reading more than 0.02 under the first test, the officer will disregard the first test.
4. The officer may request the driver to submit to one or more additional screening tests.

A refusal by the driver to submit to an alcohol screening test of the breath is not sufficient reason by itself to justify an arrest of the driver. The officer should use all facts known in the situation to determine if a custodial arrest is appropriate.

The Commission for Health Services requires that the agency or operator of every approved alcohol screening test device in use, verify the calibration of the device at least once every thirty (30) days of use. Verification is to be done with an approved simulator solution, or ethanol gas canister. The departmental employee verifying calibration will enter the appropriate information into the log book in the breath testing room. It is the responsibility of the individual squad supervisors to insure these devices are utilized and maintained in a manner consistent with state regulations and this directive.

13.8.5 MEDICAL ATTENTION FOR DRIVING WHILE IMPAIRED ARRESTEES

Occasionally, the level of impairment of a driving while impaired arrestee may indicate the need for medical attention. The arresting officer will ensure that a driving while impaired arrestee receives medical attention in any of the following situations:

- When the first analysis reads 0.31 or greater and the subsequent analysis indicates any reading higher than the first.
- When, at the conclusion of both tests, either reading is higher than 0.36.
- When, at the conclusion of both tests, it is the opinion of the officer that the arrestee's level of impairment is such that medical attention is warranted, regardless of the test results.

13.8.6 CHEMICAL ANALYSIS FOR OTHER AGENCIES

It will be the policy of this Department to assist other law enforcement agencies when appropriate. Chemical analysis request by other agencies for criminal purposes will be administered under the following guidelines.

- State agencies such as the NC State Highway Patrol, the State Bureau of Investigation, NC Alcohol Law Enforcement and others with statewide jurisdiction that do not require a mutual aid agreement will be assisted by this Department when requested, if our resources are sufficient that such assistance will not be detrimental to our operations.
- Law enforcement agencies who have entered into a mutual aid agreement with this Department will be assisted upon request. Law enforcement agencies who have not entered into a mutual aid agreement with this Department will not be provided assistance with chemical analysis.

- Private company police agencies will not be provided assistance with chemical analysis.

Agencies, who request assistance with chemical analysis and are not eligible for assistance from this Department, should be referred to the NC State Highway Patrol.

13.8.7 ADMINISTRATIVE CHEMICAL ANALYSIS

On occasion, it may be necessary for the breath testing equipment to be used for a department administrative investigation. When tests are being conducted for administrative purposes only, all the appropriate guidelines will be followed. Since there will be no criminal prosecution or reporting to the state, there may be some deviations to the normal testing and reporting procedures.

The same guidelines for assisting other law enforcement agencies will apply under administrative test requests.

TITLE: PRE-ARREST CHEMICAL ANALYSIS	NUMBER 13.9
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R2/09-01-04	

13.9.1 GENERAL

This directive establishes the procedures to be used when a vehicle operator requests an analysis of his breath prior to being arrested for or charged with an implied-consent offense.

General Statute 20-16.2(i) authorizes a person suspected of committing an implied-consent offense to request a chemical analysis of his breath to determine the alcoholic content of his blood. The operator must request the analysis prior to being arrested.

The statute is applicable in situations where an officer stops, detains or questions a person whom he has probable cause to believe has been operating a motor vehicle on a highway or public vehicular area while under the influence of an impairing substance or any other implied-consent offense. At any time prior to being arrested or otherwise charged, the operator may request a breath analysis before being charged. The officer has the responsibility of having the requested analysis administered, subject to certain restrictions. The analysis is administered in the same manner as a custodial analysis situation and the results are admissible in court.

13.9.2 REQUEST FOR PRE-ARREST CHEMICAL ANALYSIS

An officer is not required to advise an operator that a pre-arrest chemical analysis may be requested; however, if the officer suspects the operator may be impaired, this suspicion may be communicated to the operator. This provides the operator the opportunity to make a request for the pre-arrest test. The operator may request a chemical analysis prior to being placed under arrest for an implied-consent offense. If the arrest has already been made at the time of the request, the operator does not have the right to such an analysis. If a proper request is made, the officer has the responsibility to refrain from making an immediate arrest and must arrange for the requested analysis to be administered. The request will not cause any normal investigative procedure or practice to be delayed, compromised or omitted.

If the operator does not request a pre-arrest chemical analysis, the investigation will continue as usual. The officer may take whatever enforcement action is deemed proper.

13.9.3 RESTRICTIONS ATTACHED TO THE REQUEST

The request for a pre-arrest chemical analysis and a subsequent delay of enforcement action is conditional, based on the operator's compliance with certain restrictions. If the operator fails or refuses to comply with these conditions, the request becomes invalid and immediate enforcement action may be taken following driving while impaired procedures.

Upon receiving a request for a chemical analysis, the officer will acknowledge the request and provide the operator with a Request for Pre-charge Chemical Analysis form. The operator is required to sign this form. Failure or refusal to do so invalidates the request for a chemical analysis. The original copy of the form will be turned in to the Records Management Section. The officer may keep a copy of the form and the operator will be given a copy if one is requested.

13.9.4 TRANSPORTING TO THE ANALYSIS SITE

The operator must be transported to the analysis site in the officer's vehicle.

TITLE: PRE-ARREST CHEMICAL ANALYSIS	NUMBER 13.9
	PAGE 2 OF 3

The operator will not be allowed to drive his vehicle to the analysis site under any circumstances. Alternative transportation, such as allowing a passenger to drive the operator to the site, will not be allowed. The officer's personal safety will be ensured while transporting the operator. Placing the operator in the rear seat of the police vehicle is strongly recommended. The Communications Center will be advised that a civilian is being transported. Failure or refusal of the operator to comply with these transportation conditions will invalidate the request for a chemical analysis.

13.9.5 PAT DOWN FRISK PERMITTED

Prior to placing the operator in the officer's vehicle, a pat down frisk of the operator is permitted.

This frisk is conducted solely to ensure the officer's personal safety and not to search for contraband or evidence. Any item detected during the frisk, which the officer reasonably believes to be a weapon, may be removed from the operator's clothing. Any illegally possessed weapons may be seized and form the basis of a criminal charge. Any other contraband may be seized but should not form the basis of a charge. Resistance or refusal to allow the frisk will invalidate the operator's request for chemical analysis.

The officer may take control of personal property, such as a handbag, that is in possession of the operator. These items should be safely secured but should not be searched.

13.9.6 DISPOSITION OF THE OPERATOR'S VEHICLE

The operator's vehicle may be disposed of in one of the following ways:

- The operator may choose to turn the vehicle over to a responsible person present at the scene.
- The operator may choose to leave the vehicle legally, safely and securely parked at the scene. The officer will ensure that the vehicle will be legally and safely parked and may move the vehicle to a safe position, if necessary.
- The operator may choose to have the vehicle stored at a normal storage facility. In this case, the officer will request a wrecker by rotation and complete a Vehicle Tow-In form. If an arrest is subsequently made in the case, the operator will be responsible for any tow-in or storage fee. If the operator is not subsequently arrested, the officer will provide assistance through the Records Management Section for a no-fee release of the vehicle.

13.9.7 TESTING PROCEDURES

State law requires that the pre-arrest chemical analysis be administered in the same manner as a normal custodial analysis. Normal observation periods, time limitations, and procedures will be followed.

In the presence of the officer, the operator should request a chemical analysis from the chemical analyst. The chemical analyst will furnish the operator with a copy of the Rights of Person Requesting to Take Chemical Analysis under G.S. 20-16.2(i) and the operator will be informed of these rights both verbally and in writing.

TITLE: PRE-ARREST CHEMICAL ANALYSIS	NUMBER 13.9
	PAGE 3 OF 3

If a pre-arrest breath analysis is requested, it will be administered at the Department's normal breath analysis site or any other approved facility. There will be no fee for the administration of a breath analysis.

13.9.8 SUBSEQUENT ARREST OR RELEASE

If, at any time after his request for the pre-arrest test, the operator fails or refuses to comply with the restrictions attached to the request, immediate enforcement action may be taken (just as if the request had never been made).

The results of the chemical analysis may be considered by the officer in deciding whether to charge the operator. The results are admissible in court. If the officer chooses to arrest the operator, normal arrest and booking procedures will be followed.

When the operator is released without being charged, the officer will provide transportation to the operator's vehicle or to any other reasonable location.

TITLE: TRAFFIC STOP DATA COLLECTION & REPORTING	NUMBER 13.10
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 12-17-01)R1/09-01-04	

13.10.1 GENERAL

The purpose of this directive is to establish the procedures for collecting and submitting statistical traffic stop data to the North Carolina State Bureau of Investigation - Division of Criminal Information. Effective January 1, 2002, the North Carolina General Assembly mandated through G.S. 114-10.01, that all law enforcement officers employed by municipalities with populations greater than 10,000 document every traffic stop conducted for the purpose of traffic enforcement.

13.10.2 POLICY

It shall be the policy of the Greensboro Police Department to fully comply with GS 114-10.01 and accurately document and submit the requested information. Officers will complete the Traffic Stop Report (SBI-122), and include the associated Greensboro Police Department incident number on the top right portion of the document. This form will be forwarded through supervisory staff to the Records Management Section. Supervisors should ensure that a form is completed for each qualifying traffic stop.

Officers will complete Form SBI-122 for any traffic stop, where the original intent of the stop was for a violation or suspected violation of North Carolina Motor Vehicle Law. This excludes traffic stops initiated for the purposes of criminal apprehension/investigation and the service of legal papers. However, if a citation is issued for a motor vehicle law violation, despite the intent of the traffic stop, SBI-122 shall be completed.

Officers are not required to complete the Traffic Stop Report for vehicles stopped as the result of License and/or DWI Check Points, unless enforcement action is taken or this police action results in a search of the vehicle, operator or passenger(s). For vehicles stopped for avoiding such checkpoints, SBI-122 shall be completed.

Officers will be assigned a special Traffic Stop Data identification number, which will be recorded on SBI-122. This number is anonymous to entities outside of the agency, which prevents individual officer statistics from being identifiable by those outside of the Greensboro Police Department. Officers shall not place their badge number or name on SBI-122.

13.10.3 FILE MAINTENANCE

Completed Traffic Stop Reports are subject to the provisions of the North Carolina Records Retention Act. Therefore, these completed documents will be maintained in the Records Management Section for a period of two years. These files will be constructed in a manner that maintains SBI-122 Reports by the Special Traffic Stop Report Identification Number.

Special Traffic Stop Data Identification Numbers will be assigned and maintained by the Office of the Chief of Police.

TITLE: TRAFFIC STOP DATA COLLECTION & REPORTING	NUMBER 13.10
	PAGE 2 OF 2

13.10.4 DATA ENTRY

Data from SBI-122 will be entered on-line by members of the Operational Support Division, Watch Operations Center through <http://sbi.jus.state.nc.us>. This data should be entered within 10 days from the date of the traffic stop, and must be entered within 90 days. Data submitted outside of the latter will not be accepted, and subsequently constitutes a violation of the associated legislation.

Agency ID and passwords are required for data entry. Those members having access to these data protection devices shall maintain their confidentiality. Periodic password changes will be incorporated.



Chapter 14



TITLE: CRASHES INVOLVING POLICE VEHICLES	NUMBER 14.3
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R3/09-01-04	

14.3.1 ON-SCENE INVESTIGATION

Whenever a police vehicle is involved in any crash, the operator will immediately notify the Communications Center, giving the crash location and advising whether there is property damage or personal injury.

The operator's immediate supervisor or acting supervisor will be dispatched to the scene to conduct an administrative investigation. If the supervisor cannot respond, another supervisor will be assigned to conduct the investigation. The supervisor will determine if a crash report (DMV-349) is required. If it is required, a unit will be dispatched to conduct a crash investigation.

14.3.2 ADMINISTRATIVE REPORT

An administrative report will be prepared by the on-scene supervisor. This report will be in memorandum form following the approved format.

This report will be forwarded, through channels, to the operator's Bureau Commander, who will review it and forward the original to the Commanding Officer of the Division of Professional Standards, with a copy to the Commanding Officer, Division of Resource Management.

14.3.3 CRASH FINDINGS REPORT

There shall be a Crash Findings Report prepared for all crashes.

In cases where no disciplinary action is warranted against the operator, but counseling is deemed necessary, include this information in the report.

If disciplinary action is taken or recommended, normal procedures will be followed, as set forth in Departmental Directives.

This report will be forwarded, through channels, to the operator's Bureau Commander, who will review it and forward it to the Commanding Officer of the Division of Professional Standards.



Chapter 15



TITLE: UNIFORMS AND EQUIPMENT	NUMBER 15.1
EFFECTIVE DATE: 03-01-06	PAGE 1 OF 7
REVISION HISTORY: (Adopted 09-01-94)R10/03-01-06	

15.1.1 ISSUANCE OF UNIFORMS AND EQUIPMENT

The Division of Resource Management is responsible for the issuance and return of all Departmental uniforms, equipment and related supplies. All issued non-expendable items are the property of the City of Greensboro and as such, will be returned upon notification or as required by employment separation.

For the purposes of assigning uniforms and equipment, personnel will be grouped into one of the following categories:

- Sworn uniformed employee
- Sworn plainclothes employee
- Non-sworn uniformed employee
- Non-sworn plainclothes employee
- Other (Reserve Officers, S.O.A.R. Cadets, volunteers, etc.)

A uniform and equipment listing will be maintained within the Logistics Section for each of the above employee categories.

Sworn plainclothes personnel permanently assigned to the Metropolitan Criminal Investigation Division, Operations Bureau Investigative Units, Vice/Narcotics Division or Division of Professional Standards will receive an annual clothing allowance.

15.1.2 UNIFORM REGULATIONS

Uniforms

The following uniform classes are established:

- Command Dress Uniform - White long-sleeved dress shirt, tie, dress blouse, and dress uniform shoes. May be worn year round at the discretion of the employee, unless otherwise directed by competent authority.
- Class A Uniform - Long-sleeved dress shirt, tie and dress uniform shoes. The Departmentally approved uniform sweater may be worn with a Class A Uniform at the discretion of the employee. The Class A Uniform may be worn year round at the discretion of the employee, unless otherwise directed by competent authority.
- Class B Uniform – Short-sleeve dress shirt with open collar or long-sleeved dress shirt without a tie. Approved “Dickie” or turtleneck shirt must be worn with the Class B Uniform long-sleeve shirt. Tee shirts may be worn under the short-sleeve uniform shirt. However, any tee shirt that is visible at the neckline must be black in color. The Departmentally approved uniform sweater may be worn at the discretion of the employee. However, the uniform sweater may not be worn with just a “Dickie” or turtleneck shirt alone. The Class B Uniform may be worn year round at the discretion of the employee, unless otherwise directed by competent authority.
- Class C Uniform – Uniform cargo pants with associated long or short-sleeve shirt. Approved “Dickie” or turtleneck shirt must be worn with the Class C Uniform long-sleeve shirt. The Departmentally approved uniform sweater may be worn at the discretion of the employee.

However, the uniform sweater may not be worn with just a “Dickie” or turtleneck shirt alone. The Class C Uniform may be worn year round at the discretion of the employee, unless otherwise directed by competent authority.

- Class D Uniform - Jumpsuit, utility garment, or other specialized work clothing. May be worn when training or other assigned duties so warrant or as directed by competent authority.

Supervisors in charge of off-duty work, special assignments, or special operations may specify a particular uniform of the day for that event, assignment or operation pursuant to the classes of uniform listed above.

Uniform Duty Belt

The uniform duty belt and associated equipment will be worn by all sworn, uniformed employees at or below the rank of Sergeant when engaged in all operational activities including off-duty employment assignments.

Uniform Headgear

The dress uniform cap will be accessible to officers at all times while they are on-duty and wearing either the Command Dress, Class A, Class B, or Class C uniforms. An exception to this policy pertains to Motorcycle Officers when wearing the department’s motorcycle uniform. Officers assigned to the Motorcycle Unit, when wearing the motorcycle uniform, may wear the departmentally issued motorcycle helmet in lieu of the dress uniform hat.

Unless circumstances dictate otherwise, officers will wear the dress uniform hat/motorcycle helmet when conducting traffic stops, directing traffic, investigating accidents, walking assignments, and other times when there is significant exposure to the public. This directive applies to all uniformed officers whether working in an off-duty employment assignment as well as on-duty assignments.

Unless specifically prohibited, the winter fur hat may be worn with either the Class A, B, C, or D uniform.

The Departmentally issued ball cap is acceptable for Class D Uniform use **only**.

All other types of headgear such as watch caps/toboggans are **not authorized**. However, in cold weather situations, Division Commanding Officers may authorize their wearing under a riot control helmet or motorcycle helmet.

Wearing of Breast Badge and Pins

The breast badge and nameplate will be worn on the outermost uniform garment, provided the garment is designed to accommodate these articles.

TITLE: UNIFORMS AND EQUIPMENT	NUMBER 15.1
	PAGE 3 OF 7

No pins, jewelry, or medals will be worn on the uniform unless issued by the City of Greensboro or the Department, or as approved by the Chief of Police. An approved list of pins will be maintained at the Logistics Section

Departmental Awards and other special insignia will be worn as follows:

- Departmental Awards of Heroism, Service and Special Awards - Bars denoting these awards will be worn centered 1/2 inch above the name plate, with the bar representing the highest honor worn on top or nearest to the heart.
- Advanced Certification Bar - This award is considered to be secondary to the Departmental Awards mentioned above and will be worn accordingly.
- Police Neighborhood Resource Center Bar - The PNRC bar is considered to be secondary to the Advanced Certification Bar and will be worn accordingly.
- Marksmanship Awards - The Pistol Expert or Pistol Master medal will be worn centered 1/2 inch below the nameplate on the right pocket.
- Special Team Insignia - Special team insignia may wear the insignia centered on the left breast shirt pocket flap.
- United States Flag Bar and/or Tie Tack - Uniformed personnel may wear the departmentally issued commendation style flag pin above the nameplate on their uniform shirt, which serves as a representation of the flag of the United States. If worn, the pin should be placed above all other commendations. Additionally, a replica of the flag of the United States of America may be worn as a tie tack, but is restricted to 3/4 X 3/4 inch in dimension. Such articles must be worn in a manner that shows respect for the United States of America, and should not be used as a mechanism of demonstrating any political affiliation or used to purport any controversial message.

Uniform Service Stripes

All uniformed members shall wear one service stripe on their long-sleeve uniform shirt for each four (4) years of service. In calculating years of service, time will be counted only for the current classification of the member (either non-sworn member, sworn officer, or Reserve officer) and may not be transferred from one of these classifications to another.

Lateral entry officers may apply all prior agency sworn law enforcement service time toward Departmental uniform service stripes once they have completed four (4) years service with the Greensboro Police Department.

Court Attire

When attending court, employees will wear either:

- The Class A Uniform or
- A business suit or sport coat, dress shirt, and necktie for male employees; or

- Proper professional/business attire for female employees.
- Exceptions to this policy are permissible for required unscheduled court attendance where officers are already on-duty.

15.1.3 NON-UNIFORM DRESS REGULATIONS

Male members permitted to wear clothing other than an issued uniform while on duty will wear either a business suit or sports coat and slacks. A shirt with a collar and a necktie is required.

Female members permitted to wear clothing other than an issued uniform while on duty will wear clothing that conforms to that normally worn by female personnel in private business firms.

The following provisions will be applicable to the standard dress regulation for male and female members:

- Scheduled court attendance by uniformed and non-uniformed personnel in civilian clothing will be as follows; male members will wear a coat and tie, and female members will wear appropriate business attire. There will be no exceptions to this provision.
- The Department does recognize the City of Greensboro's concept of "Dress Down Fridays". However, employees shall not wear apparel that brings discredit to the agency or is deemed inappropriate for their work functions or work environments. Command and supervisory personnel are responsible for ensuring employee dress adheres to acceptable business standards as part of this policy.
- However, with the approval of the Division Commanding Officer, assigned personnel may deviate from the standard dress regulation to accomplish specific work objectives.
- Personnel required to report for duty on a call-back basis during non office hours will be permitted to wear neat, casual attire as an exception to the standard dress regulation policy.

15.1.4 MAINTENANCE OF UNIFORMS AND EQUIPMENT

All equipment will be kept clean, in good working condition, and in conformance with Departmental specifications. Leather and metal uniform parts will be kept shined.

Employees shall use Departmental equipment only for its intended purpose, in accordance with established Departmental procedures; shall not abuse, alter, damage, or lose Departmental equipment; and shall exercise responsibility in the care and use of Departmental equipment and in the operation of motor vehicles.

Members will immediately notify their supervisor of any hazardous or defective conditions concerning Departmental equipment. Members are not permitted to make repairs or alterations to issued equipment without the permission of the Division of Resource Management.

All uniforms and clothing will be kept clean and neat.

15.1.5 AUTHORIZED EQUIPMENT

The unauthorized use, altering, or affixing stickers, signs, insignias, or posters on any Departmental equipment is prohibited, as is the use or wearing of the police uniform or parts of the uniform, unless on duty.

Employees are prohibited from carrying and/or using any equipment, unless such equipment is issued by the Department or approved by the Chief of Police. The Division of Resource Management will maintain a list of issued or approved equipment.

15.1.6 REQUIRED EQUIPMENT

Each on-duty employee is responsible for ensuring that all personally issued equipment necessary for the proper performance of assigned duties is worn, carried, or otherwise readily available for use, as circumstances warrant or as directed by competent authority.

Except as specifically approved by his Commanding Officer/Director, an on-duty employee shall carry on his person the following equipment:

- His Departmentally issued Identification Card.
- Each sworn officer will carry his authorized service weapon and badge.
- Each uniformed sworn officer below the rank of Lieutenant assigned to the Operations Bureaus will carry issued pepper mace, handcuffs, and ASP.

15.1.7 REQUIRED IDENTIFICATION

All employees will display official identification while inside Police facilities; at crime or accident scenes; or at any other police operation or location where official identification is required.

Acceptable means of official identification include:

- An issued Departmental uniform; or
- An issued Departmental badge prominently worn at or above the waist level on the outermost garment; or
- Departmental identification card prominently worn at or above the waist level on the outermost garment.

Identification cards are issued to all police employees through the Forensic Services Unit under the following circumstances:

- New employees, student interns, and volunteers
- Rank promotion, other than Police Officer II
- Change of assignment
- Replacement of lost or damaged card when authorized by employee's supervisor

Identification cards are the property of the Greensboro Police Department and are to be returned upon separation from the Department. Lost or damaged identification cards are handled administratively as any other issued equipment.

Non-sworn, non-uniformed employees that have direct contact with the public or as directed by the employee's supervisor will wear their issued Departmental nameplate.

15.1.8 ISSUANCE AND REPLACEMENT OF UNIFORMS AND EQUIPMENT

The Logistics Section of the Greensboro Police Department is responsible for the issuance and replacement of uniforms and uniform-related equipment. The Logistics Section will be open for walk-in service on:

Monday	0800-1700 hours
Tuesday	0800-1700 hours
Thursday	0800-1700 hours
Friday	0800-1700 hours

Police logistics will be closed on Wednesdays to allow personnel to perform other duties related to the operation.

Should an urgent or emergency uniform, equipment, or weapon issue arise during the modified hours; Police Logistics Personnel can be reached via their assigned Departmental pager.

Employees needing to replace equipment due to normal wear and tear should submit their request to their immediate supervisor. If warranted, the item will be replaced. Normal or routine equipment procurement should be made through your squad/section supervisor via electronic mail to the intranet address at "[Police Logistics](#)". This is a shared mailbox for Logistics personnel that is checked several times daily. An e-mail acknowledgement will be sent for each order that will detail the status of the order (i.e. ready, back ordered, etc.). While this process is designed to simplify procurement of equipment, this does not preclude members from coming directly to Police Logistics during normal walk-in service hours.

After hour's entry procedures for critical equipment needs remains the same.

Employees needing to replace equipment due to loss, theft, or damage other than normal wear and tear will inform their immediate supervisor, who will conduct and document an administrative investigation. The supervisor will recommend whether or not the cost of replacement should be borne by the employee, and the Logistics Section will be so advised.

15.1.9 EQUIPMENT SEIZED DURING SUSPENSION

Any employee suspended from duty will immediately surrender the following equipment to the supervisor invoking the suspension:

- Badges
- Service weapon(s)
- Identification card(s)
- Portable radio
- Pager
- Assigned city-owned vehicle

TITLE: UNIFORMS AND EQUIPMENT	NUMBER 15.1
	PAGE 7 OF 7

- City of Greensboro Procurement Card
- Guilford County Court Card
- Assigned City cell phone.

In specific circumstances, employees with departmentally issued pagers may be allowed to retain them during the suspension period.

TITLE: GROOMING STANDARDS	NUMBER 15.4
EFFECTIVE DATE: 08-01-99	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R1/08-01-99	

15.4.1 APPEARANCE, MALE OFFICERS

The following guidelines shall be followed concerning hair and mustaches of all sworn male police officers:

- The face will be kept clean shaven, with the exception of a mustache, which is permissible. If worn, the mustache will be neatly trimmed. It may follow the natural curve of the mouth but will not extend below the plane of the lower lip or over any portions of the upper lip and will not extend onto or over the cheek area.
- Sideburns will not extend below the lobe of the ear. They may follow the natural shaving line of the face, but will be neatly trimmed.
- When wearing the police uniform, an officer's hair must be worn so that it does not extend below the top of the shirt collar while the individual is standing at attention. Hair may touch the top of the ear and may be combed behind the ear, but will not extend down over the ear. Hair may be worn full, but shall not present a ragged, unkempt, or extreme appearance and must permit proper wearing of the hat.
- When on duty but not wearing the police uniform, an officer's hair may be worn in such a manner that no more than one half the ear is covered, but all other requirements shall be the same as when wearing the police uniform.

Bureau Commanders can authorize deviations from these standards based on specific operational requirements.

15.4.2 APPEARANCE, FEMALE OFFICERS

The following guidelines shall be adhered to concerning hair of all sworn female officers, except by expressed permission from the Chief of Police:

- Female officers in uniform shall wear their hair in styles that do not extend below the bottom of the shirt collar. Long hair can be worn up in an attractive manner so long as it is neat and permits the proper wearing of the hat. If it is worn up and begins to straggle, it must either be put up again or worn down, meeting the collar regulations.
- Female officers in plainclothes may wear their hair in longer styles. However, the length of the hair shall not extend more than six inches below the top of the collar line.

Bureau Commanders can authorize deviations from these standards based on specific operational requirements.

15.4.3 GENERAL GUIDELINES

The following guidelines for officers will apply:

- Wigs are acceptable so long as they meet the prescribed requirements for hair and are the same color as the natural hair.

TITLE: GROOMING STANDARDS	NUMBER 15.4
	PAGE 2 OF 2

15.4.4 ENFORCEMENT

Enforcement of hair and grooming regulations will be handled in the same manner as other regulations pertaining to appearance and will be judged in relation to overall appearance. Supervisors noting discrepancies should bring them to the officer's attention. If uncorrected, the incident should be noted for evaluation purposes. If an officer's appearance becomes so extreme as to seriously detract from the appearance, disciplinary action should be taken using standard procedure.

TITLE: EMPLOYEE LOCKERS	NUMBER 15.5
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R2/09-01-04	

15.5.1 LOCKER ASSIGNMENTS

Within limitations imposed by building design and structure, the Department will provide locker space for its employees. In assigning lockers, priority will be given to sworn personnel. Non-sworn employees may be issued lockers, depending on their availability.

Lockers assigned to employees are for their personal use and will be under their exclusive control, except as provided for in this directive.

The Commanding Officer of the Division of Resource Management will be responsible for locker facilities and assignment of gymnasium lockers located within the MMOB. The Commanding Officer of the Division of Information and Technology will be responsible for lockers located in the Records Management Section. Patrol Division Commanding Officers will be responsible for lockers and locker assignments pertinent to any satellite location of the Department.

15.5.2 SECURITY OF PERSONAL LOCKERS

Upon assignment of a locker, the issuing Commanding Officer will provide to the employee a suitable lock, accessible by either key or combination. Duplicate keys and/or lock combinations will be maintained in a secure manner by the responsible Division Commanding Officer.

In order to lessen building vulnerability, all personnel lockers will be maintained in a locked and secured state when not in use by the assigned employee. Unassigned lockers will be secured when feasible. Additionally, employees will not secure lockers with locking devices other than those issued by the Department.

Exception: Should a Departmentally issued lock prove defective, the employee may secure his supervisor's permission to utilize a personal lock until the defective lock can be replaced. In such cases, the Commanding Officer responsible for the locker facility will be notified, in writing, without unreasonable delay.

15.5.3 ASSISTED LOCKER ENTRY

Employees' assigned lockers should make every reasonable effort to avoid the necessity of seeking assistance in gaining entry to their lockers. In the event such assistance does become necessary, the employee should contact the Division of Resource Management, Watch Operations Center, or the on duty Watch Commander, as determined to be most appropriate.

15.5.4 MASTER KEYS AND COMBINATION LOCK RECORDS

Master keys and combination lock records for gymnasium area lockers will be securely maintained by the Division of Resource Management. Duplicate master keys will be maintained by the Watch Operations Center. Master keys will not be loaned to anyone, nor will lock combinations be given to any person other than the employee to whom the combination lock is assigned.

TITLE: EMPLOYEE LOCKERS	NUMBER 15.5
	PAGE 2 OF 2

15.5.5 LOCKER ENTRIES IN GENERAL

Locker entries in the absence of the assigned employee are prohibited, except as provided for herein.

- The employee to whom a locker is assigned may give his permission for another employee to enter or gain entry to the locker.
- An on duty Commanding Officer or Watch Commander may authorize entry because of exigent circumstances requiring immediate access to the locker.
- When probable cause exists, any Departmental locker is subject to entry and search as provided for by law.

15.5.6 ENTRY PROCEDURES

Locker entries authorized by an on duty Commanding Officer or Watch Commander because of exigent circumstances will be subject to the requirements established below:

- The authorized Commanding Officer or Watch Commander will make entry in the presence of a member of the Watch Operations Center, the Division of Resource Management, or shall secure another Police Department employee to witness the entry.
- The employee whose locker is entered will be orally informed of the entry and the circumstances surrounding it as soon as possible.
- The Commanding Officer or Watch Commander approving the entry will direct a memorandum to the affected employee documenting why the entry was considered necessary. A copy of this memorandum will be forwarded to the Chief of Police.

15.5.7 LOCKER MAINTENANCE

Locker facilities and individual lockers will be maintained in a clean and presentable manner.

TITLE: MATERIAL ON DISPLAY	NUMBER 15.7
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 04-15-97) R3/09-01-04	

15.7.1 GENERAL POLICY

Material that is on display in the various areas of the Department reflects the level of professionalism of the entire organization. In an attempt to promote the appropriate image for our Department, no material will be displayed without prior approval. For the purposes of this directive, material on display may include, but is not limited to: awards, certificates, drawings, flags, paintings, photographs, posters, and trophies.

15.7.2 RESPONSIBILITY FOR CONTROL

Office of Community Affairs will be responsible for the control of material that is displayed in the common hallways of the Department. The Division of Resource Management will be responsible for the two display cases in the front lobby of the Department. Division Commanding Officers/Directors will be responsible for displayed material in the areas under their command.

15.7.3 CURRENTLY DISPLAYED MATERIAL

Material that is displayed as of the date of this directive is permissible. Any addition or movement of displayed material must be approved through the Division Commanding Officer/Director who is responsible for that specific area.

TITLE: PERSONAL COMPUTERS	NUMBER 15.8
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 08-01-99)R1/09-01-04	

15.8.1 GENERAL POLICY

The Department has a system of personal computers that consist of both networked and stand-alone systems. All personal computers have Norton anti-virus protection. The networked personal computers are automatically updated on a weekly basis with the most current virus protection from Norton. Stand-alone personal computers are kept updated as often as possible.

15.8.2 SOFTWARE

Only system administrators are allowed to install software of any type on personal computers on the network. An unauthorized installation by someone other than a system administrator will cause a corrupt entry in the Windows NT registry and will cause system problems resulting in the personal computer being unavailable for use.

15.8.3 RESPONSIBILITY FOR CONTROL

It is the responsibility of the Systems Technology and Crime Analysis Section of the Greensboro Police Department to conduct an annual audit of all departmental personal computers to ensure that all programs being used are properly licensed and the property of the City of Greensboro.

TITLE: VEHICLES AND RELATED EQUIPMENT	NUMBER 15.9
EFFECTIVE DATE: 08-08-05	PAGE 1 OF 11
REVISION HISTORY: (Adopted 06-01-05) R1/08-08-05	

15.9.1 PURPOSE

The purpose of this directive is to provide information regarding the administrative requirements, policies, and procedures that pertain to the operation, maintenance and replacement of City-owned vehicles and related equipment.

The City of Greensboro's Equipment Services Division has overall responsibility for the purchase, replacement, maintenance and repairs of all automotive and related equipment operated by the City. This includes preventative maintenance programs, oil changes, lubrication, tire replacements, and mechanical repairs. The Equipment Services Division maintains a stocked parts inventory, fuel systems, and car wash program. Normal Division operating hours are 0700 to 0200 hours, Monday through Friday. During inclement weather conditions such as snowstorms or flooding operating hours are adjusted accordingly.

The Division of Resource Management will serve as the Police Department's liaison with the Equipment Services Division in the above matters.

15.9.2 VEHICLE OPERATION REGULATIONS

New Employee Qualifications

Any person who is applying for a position, which will require operation of a licensed motor vehicle in the course of employment, must list all traffic convictions on the employment application at the time application is made. Any omission or inaccuracy can result in disciplinary action up to and including dismissal.

- The Division of Professional Standards, as part of the applicant's background investigation process, shall obtain and check the DMV record of all new drivers prior to employment.
- Applicants will be required to produce a valid North Carolina motor vehicle operator's license for the applicable type(s) of vehicle(s) operated before operating a vehicle. *(Temporary/seasonal student employees whose principle residence is out of state are exempt from this rule, but they must have a valid driver's license from the state in which they reside and be able to qualify for a North Carolina license.)*

All employees should receive initial driver's training prior to operating a City vehicle. Driver training for both sworn and non-sworn members of the agency will be coordinated through the Division of Organizational Development. The department will conduct periodic refresher training as needed.

Continuing Driver Qualification

Any employee charged with or arrested for a violation of a traffic law or ordinance will report such fact in writing to the office of the Chief of Police by the next scheduled business day, including all pertinent facts concerning the violation.

Upon conclusion of judicial action in the matter, the employee will report the disposition and all pertinent facts, in writing, to the office of the Chief of Police by the next business day.

TITLE: VEHICLES AND RELATED EQUIPMENT	NUMBER 15.9
	PAGE 2 OF 11

The department will review the employee's record after any motor vehicle conviction. A determination will be made by the department as to whether the employee will be allowed to continue to operate a City vehicle or not and whether counseling, training, or appropriate disciplinary action will be taken. Documentation of the action will be placed in the employee's file with the Division of Professional Standards.

Review of Driving Records

At least once each year, the Division of Resource Management, with the assistance of the Human Resources Department, will obtain the NC-DMV record of every employee in a position, which requires the possession of a driver's license. The department will verify and update current driver's records.

At least annually, Division Commanding Officers will ensure through a visual check that each employee under their command, who is required to possess a driver's license, does in fact have a valid license.

For drivers governed under the Department of Transportation (DOT) regulations, applicable Division Commanding Officers will maintain appropriate DOT driver files with information as required by the DOT.

Smoking in City Vehicles

Smoking in a City vehicle by a single occupant or by multiple occupants (if all concur) is permitted. If any occupant objects, smoking is not permitted. Reference City Personnel Policy Manual (Section J-8 Workplace Smoking)

The same standard applies to vehicles shared on different shifts or in pool arrangements with the requirement that any smoking operator is responsible for keeping the car clean of smoking related debris including the ashtrays prior to turning the car over to the next user.

City vehicles must not be operated when the driver is under the influence of any amount of drugs or alcohol.

Drivers are responsible for changing or arranging for changing flat tires of the vehicles they are operating and making sure vehicles are brought to the Equipment Services Tire Shop (401 Patton Avenue) for tire repair whenever necessary.

15.9.3 VEHICLE FUELING LOCATIONS AND PROCEDURES

The City, in conjunction with Guilford County, operates four (4) primary fueling locations:

- Service Center – 401 Patton Avenue
- Uptown Station – 500 Battleground Avenue
- Landfill – 2503 White Street
- Fire Station 19 – 6900 Downwind Road

Fuel System

The City's fuel systems operate on a "Key Fob" that allows the fuel system to identify the vehicle. The following steps should be taken to initiate fueling:

- 1) Wave Vehicle Key Fob
- 2) Enter Employee ID # (Driver License #)
- 3) Push The "Enter" Key (Located In The Lower Right Hand Corner Of The Keypad)
- 4) Enter Odometer Reading Using Keypad
- 5) Push The "Enter" Key
- 6) Enter Hose Number Using Keypad
- 7) Push The "Enter" Key

At this point the prompt will read "Hose Ready"

Replacement fuel key fobs may be obtained at the Service Center located at 401 Patton Avenue.

Use of Fuel Credit Cards

Fuel Credit Cards are available for use when traveling outside Greensboro on authorized city business. These cards are issued by Equipment Services and are managed departmentally by the Division of Resource Management, Fiscal Services Section. Cards are available for issuance Monday through Friday during normal business hours within the Fiscal Services Section. During non-business hours, cards may be issued at the Watch Operations Center.

Each receipt in which a fuel credit card is used shall include the following information:

- Current mileage
- Gallons purchased
- Price per gallon
- City Equipment Number
- Operator's name and title

15.9.4 VEHICLE WASHING AND CLEANING

The public perception and image of the city are often conveyed by the cleanliness and condition of our vehicles. Therefore, departments and individuals with assigned vehicles are responsible for keeping their respective vehicles clean. Cleaning and washing of vehicles should be done at least once a month.

TITLE: VEHICLES AND RELATED EQUIPMENT	NUMBER 15.9
	PAGE 4 OF 11

The City currently contracts with five (5) carwash facilities within the city limits. These sites are located at:

1. 1914 West Florida Street
2. 3742 Battleground Avenue
3. 5800 West Market Street
4. 4228 High Point Road
5. 2901 North Church Street

All of these sites accept a carwash ticket. Division Commanding Officers are responsible for acquiring carwash tickets from Police Logistics for distribution among their personnel.

Any vehicles that need cleaning due to a biohazard situation should be transported to the Patton Garage. Equipment Services staff should be notified of the situation and they will have a special clean-up team clean the vehicle.

15.9.5 PREVENTIVE MAINTENANCE

Drivers are required to follow the preventive maintenance schedule prescribed for their respective vehicle/equipment.

Drivers are required to check the odometer or hour meter against the Lube and PM sticker in the vehicle or equipment to determine when preventive maintenance is due – and notify the shop supervisor whenever the vehicle is within 500 miles or 40 hours of due maintenance and schedule a date for maintenance. In addition to services being performed in-house we have agreements in place with the following:

Black Cadillac-located at 601 East Bessemer Avenue (275-9641) This vendor can service General Motor's vehicles primarily, but can service other makes as well.
Hours are Monday-Friday (7:30am-6:00pm)

Terry Labonte Chevrolet-located at 1401 Bridford Parkway (335-1200)
This vendor can service General Motors and Ford Crown Victorias primarily, but can service other makes as well. Also includes a free carwash and interior vacuum.
Hours are Monday-Friday (7:00am-8:00pm), Saturday (8:00am-6:00pm)

Gate City Lincoln Mercury-located at 300 North Church Street (274-0195)
This vendor can service Ford vehicles primarily, but can service other makes as well.
Hours are Monday-Friday (7:30am-5:30pm), Saturday (8:00am-12:00pm)

Note: All vendors say they can offer oil change service within thirty minutes and will fax the bill directly to us so that we can update our records. We recommend calling ahead to verify thirty-minute service.

The Equipment Services Division provides a vehicle loan program for employees putting vehicles put out for servicing. This loaner service is provided on a first-come, first-serve basis. Currently two (2) loaner vehicles are set up as police line vehicles and two (2) vehicles are set up as

detective/administrative vehicles. Arrangements to borrow these vehicles may be made by contacting Equipment Services at 373-2798.

15.9.6 REPAIR OR BREAKDOWN MAINTENANCE

The driver is responsible for reporting any vehicle malfunction to the respective maintenance shop supervisor. Preventive maintenance priorities are based on safety considerations.

Unscheduled Repairs

In the event a vehicle requires immediate unscheduled repair, the driver should take the vehicle to the maintenance shop. If the vehicle is immobile or unsafe to operate, the driver should call the Service Department (373-2798) and have them call the nearest towing company. The driver should inform the shop supervisor as to the nature of the failure, if known.

For vehicle breakdowns that occur out of town, the City's credit card should be used for minor repairs, if possible. Major repairs should be referred to the Service Center at 373-2798.

Replacement Vehicle for Assigned Vehicle Being Repaired

If a driver needs to have a vehicle while his or her assigned vehicle is being maintained or repaired – and there are no other vehicles available – the driver can arrange with the Equipment Services Service Writer or with the Division of Resource Management to obtain a temporary vehicle.

15.9.7 TOWING SERVICES

Requests for towing services for city vehicles may be made either through Metro 911 or by contacting the Service Desk at 373-2798. The city contracts with several towing companies each year to handle such services.

If at any time a vehicle becomes unsafe to operate, the driver or operator must comply with the following instructions:

- Get off the road or out the way of traffic
- Do not continue to operate a vehicle you have determined to be unsafe to drive.

15.9.8 VEHICLE ACCIDENT REPORTING

Whether traveling in town or outside of Greensboro, should you become involved in an accident while operating a City vehicle, make sure you follow these procedures:

- Stop and identify yourself to the other party.
- Notify local law enforcement and medical aid personnel if necessary.
- A crash investigation must be conducted by law enforcement for all crashes that result in damage exceeding \$1,000, injury or death
- Do not give any statement or discuss accident responsibility with anyone other than law enforcement authorities.
- Report all accidents to your supervisor as soon as possible.

The City of Greensboro is self-insured for automobile liability purposes. Bodily injury sustained in a vehicle accident by a city employee on city business is covered by Self-Insured Worker's Compensation. Any authorized city employee acting in good faith within his or her scope of

TITLE: VEHICLES AND RELATED EQUIPMENT	NUMBER 15.9
	PAGE 6 OF 11

employment while driving or operating a city vehicle is covered by the city's self-insured program. Employees and passengers are also covered by a travel accident life insurance policy effective for each individually authorized trip outside the city (regardless of mode of transportation).

Review of Traffic Crashes

Each collision will be reviewed by the City's Safety Committee to determine whether the employee could or could not have reasonably prevented the collision. The committee may also decide that they are unable to determine preventability.

If the employee could have reasonably prevented the collision, the collision is determined to be preventable. Two (2) points will be assigned to the driver's record. If the committee determines that the collision could not have been reasonably prevented, no points are assigned to the employee.

If seven (7) or more points accumulate within a twelve (12) month period, the driver is ineligible to operate a City vehicle for a minimum of thirty (30) days and must receive the approval of the Chief of Police before being allowed to operate a City vehicle again. Points will stay in effect for one (1) year. Additionally, sanctions will apply which complement the Department's disciplinary process.

The Division of Resource Management is responsible for keeping and maintaining a Departmental record of all employees' driver's status points.

15.9.9 VEHICLE KEY PURCHASE PROCEDURES

The following outlines the Departmental procedures to be utilized in the procurement of vehicle keys. Vehicle keys are considered to be any of the following: cars, boats, motorcycles, traffic scooters, etc.

Vehicle Keys without Computer Chips

All vehicle keys without computer chips shall be made at Dixie Lock and Key located at 112 W. Lewis Street. The Equipment Services Department (Garage) has an open purchase order for the making of **vehicle keys only. Procurement cards cannot be used at Dixie Lock and Key.**

Once the vehicle key(s) are made, personnel at Dixie Lock and Key will complete an invoice. Employees are to:

- affix employee signature (in a legible manner) to the invoice
- affix employee badge number beside signature
- affix the vehicle number for which the key(s) were made
- send completed invoice to Amy Yow at Equipment Services.

Vehicle Keys with Computer Chips

Keys with imbedded computer chips will be made at the following dealerships:

- **Ford Products**
 - Gate City Motors, 300 N. Church Street

TITLE: VEHICLES AND RELATED EQUIPMENT**NUMBER 15.9****PAGE 7 OF 11**

- **GMC Products**

- **Black Cadillac**-located at 601 East Bessemer Avenue
- **Terry Labonte Chevrolet**-located at 1401 Bridford Parkway

The Equipment Services Department (Garage) has an open purchase order at each of these dealerships for the making of **vehicle keys only.** **Procurement cards should not be used for vehicle key purchases.**

Once the vehicle key(s) are made, personnel at the specific dealership will complete an invoice. Employees are to:

- affix employee signature (in a legible manner) to the invoice
- affix employee badge number beside signature
- affix the vehicle number for which the key(s) were made
- Send completed invoice to Amy Yow at Equipment Services.

15.9.10 TAKE HOME VEHICLES

City of Greensboro, Personnel Policy B-9, is the governing document, which establishes policies authorizing take home vehicles for specified sworn police personnel. In accordance with this policy, the following procedures are established for the use of take home vehicles by sworn departmental personnel.

No personal use of take-home vehicles is permitted. For the purposes of this policy, the daily commute to and from the employee's duty station and normal meal periods within duty hours are considered official use.

No passengers may be transported in take-home vehicles except as required for official duties or as approved by a supervisor.

Commuting Costs for Take Home Vehicles

As per City Policy, persons qualifying for the use of a take home vehicle under this provision will pay a portion of the cost associated with commuting to and from the work site.

The current formula for determining monthly commuting costs is as follows:

One way	X	17 workdays	X	\$.21 per mile	=	Employee Commuting
Miles						Commuting Costs Per
						Pay Period

One way commuting miles are defined as the number of miles to or from your work site to the site at which your take home vehicle is parked, if parked at a site other than your assigned work site. If you choose to park a take home vehicle anywhere other than your assigned work site, you are responsible for commuting costs. For example, if you work at the Maple Street Station but choose to drive your take home car to the Swing Road Station and park it as a portion of your commute to and from work, you are responsible for paying the commuting costs as determined by the above formula.

TITLE: VEHICLES AND RELATED EQUIPMENT	NUMBER 15.9
	PAGE 8 OF 11

Division Commanding Officers must approve the parking of take home vehicles at locations other than the employee's residence.

Take Home Vehicles Used for Commuting Outside Guilford County

While City policy generally prohibits take-home vehicles from being used for commuting outside of Guilford County, unusual circumstances may warrant a deviation from this policy. In such cases, the employee's Division Commander or designee may authorize such use.

15.9.11 MMOB MOTORPOOL

The MMOB Motor pool, located underground, is available for all city employees to use on a short-term basis. This motor pool includes two hybrid vehicles and two passenger minivans. Usage of the City's Motor pool is a privilege that requires the following procedures to be followed for the benefit of all users.

Motor pool vehicles are to be used on a short-term basis only. Vehicles may not be reserved for break or lunch purposes unless the driver is assigned a vehicle and lunch occurs during the course of city business.

Vehicle Check Out

Vehicles are available on a first come, first serve basis. Keys are located near the exit in the card access only box. The boxes are labeled for each type of vehicle.

Keys are only to be taken while going to the vehicle. No one is permitted to take the keys back to their respective workplace if they are not going to use the vehicle immediately.

Vehicle Return

The Motor pool vehicle must be clean upon your return. Please empty the ashtray and discard any debris or trash.

Refuel your Motor pool vehicle prior to your return if it has ½ tank or less of gas. The cooperation of all City staff in refueling the Motor pool vehicles is appreciated.

Park the Motor pool vehicle in the reserved spaces only. Notify Central City Services at 373-2317 if an unauthorized vehicle is in this area.

Drivers are requested to communicate any mechanical or other problems to Equipment Services at 373-2798.

15.9.12 VEHICLE/EQUIPMENT REPLACEMENT

The Division of Resource Management will assign vehicles within the various divisions.

Vehicle Use and Rotation

The Division of Resource Management may rotate assigned vehicles with low monthly mileage into areas of high monthly usage whenever feasible. For rotation purposes, vehicles with monthly mileage that averages less than 300 miles per month are considered low usage. Vehicle use will be reviewed annually with Equipment Services to identify underutilized and over utilized vehicles.

TITLE: VEHICLES AND RELATED EQUIPMENT	NUMBER 15.9
	PAGE 9 OF 11

In an effort to equalize use and replacement schedule, underutilized vehicles shall be exchanged or rotated with over utilized vehicles of the same class.

Replacement Policy

Vehicles are replaced on the basis of established economic replacement mileage standards. The following are the minimum mileage replacement standards for transportation vehicles:

- General-purpose automobiles 85,000 miles
- General-purpose pickups 100,000 miles
- Vans 100,000 miles
- Police patrol/traffic cars 80,000 to 85,000 miles

When a vehicle in this group reaches its established life cycle, a repair-versus-replace analysis is performed to determine whether it is more economical to repair or to replace the vehicle. If the projected cost of repair exceeds the projected cost of replacement, the vehicle will be replaced, and if the projected cost of replacement exceeds the projected cost of repair, the vehicle will be repaired.

Under normal conditions, equipment shall be replaced at the end of its estimated economic life cycle. The estimated life cycle is established when the equipment/vehicle is placed in service. Vehicle usage level and vehicle usage pattern are used annually to determine whether the estimated life cycle should be adjusted. Replacement life cycle will be adjusted as necessary based on vehicle usage level and usage pattern.

The information used for determining the economic replacement mileage standards are: purchase price, depreciation, operating cost, maintenance cost, time periods or years of use, obsolescence, interest (cost of capital), salvage value, and downtime costs. The following are examples of exceptions to the normal vehicle life cycle replacement schedule:

- The vehicle has had substantially lower or higher usage rate than originally estimated.
- The vehicle is wrecked, and the repair cost exceeds market value of the vehicle.
- The vehicle is unsafe to operate.
- Parts are difficult to obtain.
- the task for which it was purchased).
- The vehicle is a "lemon."
- Repair/maintenance costs are excessive.

15.9.13 VEHICLE TRANSFERS

All requests for vehicle and/or related equipment transfers shall be coordinated and authorized through the Division of Resource Management. Requests should be in written form and submitted

TITLE: VEHICLES AND RELATED EQUIPMENT	NUMBER 15.9
	PAGE 10 OF 11

through the appropriate Bureau Commander to the Division of Resource Management for final determination.

15.9.14 VEHICLE PREPARATION, EQUIPMENT INSTALLATION AND MARKINGS

The Equipment Services Division is responsible for all in-service preparation before the release of vehicles/equipment to departments. All city vehicles are required by law to have identifying markings. Only vehicles used in mass transportation, driver training or by law enforcement agencies for undercover or confidential investigative purposes are exempt from the requirement.

In accordance with established Departmental criteria (**See Attachment 1**) and with the approval of the Division of Resource Management, the Equipment Services will install equipment, markings and insignia on vehicles before they are released to the respective police divisions.

All vehicle and equipment deviations beyond those established by the Department for specific units shall be approved through the Division of Resource Management.

15.9.15 SPECIAL PURPOSE VEHICLES

Special Purpose Vehicles are defined as vehicles that are deployed and utilized due to considerations regarding weather, terrain or special operational needs. Special Purpose Vehicles may include the Mobile Command Post, Hazardous Devices Team disposal vehicles, motorcycles, etc. Due to their specialized operational capabilities, persons using these vehicles are expected to have a base of knowledge greater than that required to operate standard vehicles. Consequently, any Division that is assigned a Special Purpose Vehicle will develop and maintain Standard Operating Procedures that provide guidance to Departmental personnel with regards to the following:

- A statement of the objectives of the vehicle's operation and use
- Instructions, conditions and limitations on the use of the vehicle
- Authorization for the use of the vehicle in various situations
- Qualifications and training for personnel assigned to operate the vehicle
- Designation of the person responsible for maintenance of the vehicle
- A list of the equipment to be stored in the vehicle
- Designation of the persons authorized to operate the equipment

In addition to the Special Purpose Vehicles described above, the Department maintains a number of Sport Utility Vehicles that are used by various members of the Department. While these vehicles do not have capabilities that are as specialized as those indicated above, they do possess inherent design traits regarding their ability to traverse rough terrain, enhance driver vision, increase cargo capacity and other attributes. In order to take advantage of these operational capabilities, the Department has deployed them in various operational assignments throughout the agency.

These vehicles will be assigned on the basis of the Department's organizational structure and the "Vehicle Configuration By Assignment" matrix that is represented by **Attachment 1** to this Directive. **Attachment 1** also designates the equipment that will be installed on the vehicle. The following provisions are made for the use of Sport Utility Vehicles.

- Persons to whom these vehicles are assigned are authorized to use the vehicle as they would any other assigned police vehicle.
- Assigned drivers are further authorized to use these vehicles when weather or other conditions require their unique capabilities.
- All persons assigned to drive a Sport Utility Vehicle will review the owner's manual accompanying the vehicle and familiarize themselves with the particular handling characteristics of the vehicle.
- Persons to whom Sport Utility Vehicles are assigned will be responsible for maintenance and repair of the vehicle and any equipment assigned to the vehicle.

Attachment 1:

Vehicle Configuration by Assignment Criteria

GREENSBORO POLICE DEPARTMENT
Vehicle Configuration By Assignment

Patrol	Operational Support	Investigative Support	Special Operations	Vice Narcotics	Criminal Investigations	Organizational Development	Resource Management	Professional Standards	Information Technology	Police Administration
Commanding Officer	Commanding Officer	Commanding Officer	Commanding Officer	Commanding Officer	Commanding Officer	Commanding Officer	Commanding Officer	Commanding Officer	Commanding Officer	Chief of Police
PPV Radio "B" Light Package	PPV Radio "B" Light Package	SPV Radio MCT "B" Light Package	PPV/SPV Radio MCT "A" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package	SPV Radio Charger "C" Light Package
Executive Officer	Executive Officer	Executive Officer	Executive Officer	Executive Officer	Executive Officer	Executive Officer	Executive Officer			Deputy/Asst. Chiefs
PPV Radio "B" Light Package	PPV Radio "B" Light Package	SPV Radio MCT "B" Light Package	PPV/SPV Radio MCT "A" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package			PPV Radio "B" Light Package
Watch Commander	School Resource	TSET	Traffic Safety	Sergeants	Sergeants	Sergeant	Sergeant	Sergeant		Executive Officer
PPV Radio MCT "B" Light Package	Sergeant AS Radio Charger "C" Light Package	SPV Radio MCT "B" Light Package	PPV/SPV Radio MCT "A" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package		SPV Radio Charger "C" Light Package
Investigations	SROs	Canine	Motorcycles	Detectives	Detectives	Officers	Logistics	Detectives		Community Relations
AS Radio Charger "C" Light Package	PPV Radio Patrol Light Package	SPV Radio MCT	SPV Radio "A" Light Package	AS Radio Charger "C" Light Package	AS Radio Charger "C" Light Package	AS/SPV Radio Charger "C" Light Package	Vans Radio Charger "C" Light Package	AS Radio Charger "C" Light Package		AS Van
Community Resource	School Safety Officer	"A" Light Package								
Sergeant	PPV Radio	Forensics Administrator	Crash Reconstruction PPV/SPV							
Radio MCT "B" Light Package	"B" Light Package Legal Support Sergeant	SPV Radio Charger "B" Light Package (Red)	Radio MCT (Docking Style) "B" Light Package							
Officers	AS	Crime Scene Investigators	Operational Planning							
AS Radio Charger "C" Light Package	Radio Charger "C" Light Package	Van Radio MCT	AS/SPV Radio "B" Light Package							
Parking Enforcement	Officers	"B" Light Package (Red)								
Sergeant	PPV	Property/Evidence	Special Teams							
AS Radio Charger "C" Light Package	Radio MCT Patrol Light Package	Van Radio "B" Light Package (Red)	URT SPV Radio Charger							
Downtown Walking Squad	PNRC	Special Teams	"C" Light Package							
Sergeant	Sergeant	SRT	Hazardous Devices							
PPV/SPV Radio MCT "B" Light Package	PPV/SPV Radio MCT "B" Light Package	SPV Radio Charger "C" Light Package HNT	SPV Radio Special Light Package Command Post							
Patrol	Officers	SPV	SPV							
Sergeant	PPV	Radio Charger "C" Light Package	Radio Special Light Package							
Radio MCT "B" Light Package	Radio MCT Patrol Light Package									
Officers	Taxi Inspector									
PPV Radio MCT Patrol Light Package	AS Radio Charger "B" Light Package (Red)									

Light Packages	Vehicle Types	
Patrol	AS	Administrative Sedan
"A" Light Package	PPV	Police Package Vehicle
"B" Light Package	SPV	Special Purpose Vehicle
"C" Light Package	Van	Cargo Van
Special		



Chapter 16



TITLE: SYSTEM OF WRITTEN COMMUNICATIONS	NUMBER 16.1
EFFECTIVE DATE: 08-27-2008	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94)R8/08-27-2008	

16.1.1 TYPES OF WRITTEN COMMUNICATION

The following system of written communications is established.

Departmental Directives

Departmental Directives are issued by the Chief of Police to announce the adoption or revision of policy and establish procedure on Department-level issues.

Special Orders

Special Orders are issued to announce the adoption or revision of policy and established procedure at any level within the Department. Directive changes are normally first issued as Special Orders and converted at the next Directives printing. Special Orders remain in effect for twelve months or until they are incorporated into a Directive at which time the Special Order is rescinded.

Personnel Orders

Personnel Orders may be issued by the Chief of Police, Bureau Commanders, or Division Commanders to complete personnel actions such as appointments, assignments, transfers, promotions, or disciplinary actions.

Standard Operating Procedures

Standard Operating Procedures may be issued by the Chief of Police, Bureau Commanders, and Division Commanders for the operation of the unit involved. Division Standard Operating Procedures require Bureau Commander approval.

Procedural Manuals

Procedural Manuals may be issued by the Chief of Police, Bureau Commanders, or Division Commanders to provide detailed operational instructions in specific subject areas.

Memoranda

Memos may be originated by any Department member. They are normally used only to transmit information. Occasionally they are used to transmit an order and, as such, are official in nature.

Bulletins, Newsletters, Etc.

These documents may be originated by any members and are used to transmit information.

TITLE: SYSTEM OF WRITTEN COMMUNICATIONS	NUMBER 16.1
	PAGE 2 OF 3

16.1.2 CRITERIA FOR POLICY STATEMENT

Any statement of policy must meet the following criteria:

- It must affect only those personnel subordinate to the issuing authority.
- It must not conflict with established policy or procedure of higher authority.

16.1.3 DEPARTMENTAL DIRECTIVES MANUAL

The Directives Manual is a source document, outlining source rules, regulations, policies, and procedures. The Manual is posted in an electronic format on the City of Greensboro's intranet web site, where it is available for review by all personnel.

Up-to-date paper copies of the Departmental Directives Manual shall be maintained and accessible to all personnel at the following locations:

- Office of the Chief of Police, Executive Assistant
- Office of the Chief of Police, Police Attorney
- Watch Operations Center, Kitchen Operations Facility
- Police Records Desk, Melvin Municipal Office Building
- Customer Service Desk, Maple Street Station
- Customer Service Desk, Swing Road Facility
- Police Library, Public Safety Training Facility

16.1.4 NEW OR REVISED DEPARTMENTAL DIRECTIVES

The Office of the Chief of Police, Accreditation Management Section, is responsible for coordinating the issuance of new or revised material for the Manual. Revisions to the Manual will be announced through the use of a Departmental Special Order directed to all personnel.

Proposed Departmental policies, procedures, rules and regulations, and the revisions of existing ones will be forwarded, through channels, to the Executive Officer to the Chief of Police of the Office of the Chief of Police. The Accreditation Management Section will evaluate the proposal in consultation with the Chief of Police and determine the appropriate course of action. If it is determined that a new Directive is needed, or an existing one needs substantial revision, the Accreditation Management Section will:

- Prepare a draft of the proposed Directive.
- Ensure the proposed Directive does not contradict other existing Departmental policies or applicable laws.
- Distribute copies of the draft to all Bureau Commanders and Division Commanders for their review and comments.
- Set a return date for the draft, allowing adequate time for the review and feedback process.

Division Commanders may elect to involve other personnel who will be directly affected by the proposal in the review process.

TITLE: SYSTEM OF WRITTEN COMMUNICATIONS	NUMBER 16.1
	PAGE 3 OF 3

When all drafts are returned, if necessary, the Accreditation Management Section will prepare amended drafts which include suggestions submitted during the review process. The amended drafts will be distributed for final comments.

The Accreditation Management Section will then submit the proposal to the Chief of Police for his approval.

Correction of minor errors in a Directive or other minor technical changes which do not affect policy or changes in policy do not require distribution for comment, but may be made as needed by the Accreditation Management Section and submitted for approval to the Chief of Police.

Upon approval by the Chief of Police, the Accreditation Management Section will prepare the appropriate Special Order and arrange for the revisions to be posted on the City's intranet web site. Following the approval of the Chief of Police of any revision to, or deletion of, Departmental Directives, the Accreditation Management Section will ensure the previous version of the Directive revised or deleted is electronically archived for future reference.

Division Commanders/Directors must ensure that the policy revision or Directive is explained to each employee under their command/direction and the employee is given an opportunity to ask questions concerning its content. Employee's may print "hard copies" of Departmental Directive revisions as desired, but must appropriately destroy any previous versions.

In addition, each employee must sign the appropriate form verifying his receipt of the revision in policy or Directive. After all Division personnel have signed the appropriate form verifying receipt of the policy revision or Directive, the Division Commanding Officer will forward the form to the Accreditation Management Section.

16.1.5 GENDER TERM USAGE

Wherever used herein or in any Departmental communication, the term of masculine gender shall include a member of either gender, unless the context clearly requires otherwise.

TITLE: IMPLEMENTATION OF DEPARTMENTAL DIRECTIVES	NUMBER 16.2
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

The provisions of these Departmental Directives are effective at 0001 hours, September 1, 1994. All matters of policy and other material contained herein supersedes any and all previous policy and material on the subject in question.

At the beginning of each individual entry in the Departmental Directives, there shall be a notation indicating the effective date of that entry as well as a notation reflecting the adoption date and revision history of the Directive. Later revisions will be denoted with the letter "R" and a number indicating the sequence number of that revision and the effective date of revision.

Also at the beginning of each Departmental Directive will be the name of the Directive, its number, and the page number and total number of pages in the document.

TITLE: DEPARTMENTAL ARCHIVES	NUMBER 16.3
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R3/05-01-08	

The Accreditation Management Section, in coordination with the Office of the Chief of Police, is responsible for maintaining historical files of written documents issued by the Department. These files will include, at a minimum:

- Departmental Directives
- Special Orders
- Personnel Orders
- Standard Operating Procedures

Each commanding officer must ensure that a copy of an original or revised item listed above that is generated by his command is forwarded to the Accreditation Management Section.

TITLE: COMPUTER USAGE POLICY	NUMBER 16.6
EFFECTIVE DATE: 08-18-08	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-08-02)R3/08-18-08	

16.6.1 PURPOSE

The purpose of this policy is to set forth the Greensboro Police Department's guidelines for managing the use of technology, and to outline parameters for use of any city-owned software and/or hardware by police personnel. The Department is committed to enhancing the ability of its members to provide the highest quality of police service by using the most advanced technology possible. This policy is to be applied in conjunction with the City of Greensboro's Computer/Internet Use Policy. It is the responsibility of all members to ensure that computers are used responsibly, properly, and in adherence with the procedures set forth in this policy.

16.6.2. DEFINITIONS

Electronic device is any computer, desktop workstation, laptop, MCT, other mobile computer device, PDA (Personal Digital Assistant, i.e.: Palm Pilot), or any device designed to transmit data.

Member is any person who works for or with the Police Department and accesses an electronic device being used on the City's network.

Email is any message exchanged via transmission by any electronic device.

Authorized software is any software the Department or City has paid for or is licensed to use.

16.6.3 REGULATIONS

16.6.3.1 GENERAL USE

- All members will use all electronic devices in accordance with all applicable federal, state, and local laws, and Departmental rules and regulations.
- Members will not engage in any automated activity that places the Department's electronic devices unnecessarily at risk of contracting viruses or becoming damaged.
- Members will not engage in any automated activity that could bring discredit on the agency or organization, as defined in Departmental Directive 1.1.
- Members **will** log out of their personal accounts and log off electronic devices at the end of each shift, or whenever the device(s) will be unattended for extended periods of time.
- Members can be held accountable for actions taken by other employees with whom passwords have been shared.
- Members shall not share passwords with anyone who is not an employee of the Greensboro Police Department.

TITLE: COMPUTER USAGE POLICY	NUMBER 16.6
	PAGE 2 OF 3

16.6.3.2 SOFTWARE

- Only authorized software will be installed on any of the Department's electronic devices.
- Software will only be installed at the discretion of the system managers, with any appeals of decisions made to the Commanding Officer of the Information and Technology Division.
- Members will not install/download, or allow to be installed/downloaded, any software on any electronic device within the Department.
- Members will not manipulate or alter current software running on any electronic device within the Department.

16.6.3.3 EMAIL

- The distribution of messages that contain profanity or content of a sexually explicit nature are prohibited.
- Messages containing derogatory or degrading remarks of a racial, ethnic, or religious nature are prohibited.
- Any message received that is of an offensive nature shall not be forwarded by electronic transmission.
- Messages that encourage the continued distribution of the same message, i.e., prayer chains, good luck chains, shall not be forwarded to Departmental distribution lists.
- Use of email to advertise private, personal or any non-Departmental function is strictly prohibited.
- Use of email to sell any personal property is strictly prohibited.
- Use of email to request off-duty work replacements should be for emergency situations only, and generally the Off-Duty Work Board or the Off-Duty Replacement intranet web site should be used for this purpose.
- The "Police" distribution list is to be used for the dissemination of Departmental information only and should only be used when the respective electronic message is of such a nature that a large number of police employees need access. It should not be used as a shortcut to reach a few employees.
- Supervisors are responsible for the proper use of email by their subordinates. Messages sent to "Police" should be approved by a supervisor prior to being sent, unless delaying the information could pose a safety hazard to employees or members of the public.

16.6.3.4 INTERNET

Access to the Internet is a professional privilege to enhance vocational efficiency and effectiveness and shall be used in such a manner to complement this philosophy. When using the Internet, you are prohibited from:

- Engaging in any discriminatory conduct or conduct which could be construed as contributing to a sexually hostile environment.
- Obtaining or viewing sexually explicit material.
- Engaging in activities that violate the privacy of other users.
- Engaging in conduct meant to purposely, or which could, misrepresent the identity of the user.
- Using any Internet site resulting in unapproved costs to the Department.
- Investigating Internet-related crime when not authorized to do so by the proper authority.
- Pursuing private commercial business activities or profit-making ventures.
- Engaging in activities of any kind for personal financial gain.

16.6.4. HOME ACCESS THROUGH METAFRAME

By using Metaframe to access the City's network and Department files, all policies and procedures which regulate City-owned software usage apply. Information obtained from the system is to be used for law enforcement/city business purposes only and is not to be disseminated for any other reason. Each member will accept full responsibility for the protection from unauthorized access, disclosure, or dissemination of information under his control and/or custody.

16.6.5 EXCEPTIONS

The Vice/Narcotics Division, Juvenile Services Squad, Fraud Squad and any approved Departmental entity may utilize the Internet for sending, receiving, and/or researching prohibited material; engaging in discriminatory conduct; and misrepresenting themselves for investigating internet-related crimes only. However, these activities must be pre-approved by command staff with authority over the involved division(s).

TITLE: CELLULAR TELEPHONE POLICY	NUMBER 16.7
EFFECTIVE DATE: 09-15-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-09-02)R1/09-15-04	

16.7.1 PURPOSE

The Greensboro Police Department will provide cellular telephones to Departmental employees when it has been determined that access to such technology will significantly increase the quality, efficiency and effectiveness of direct services provided to the public. This policy is to be abided by in conjunction with the City of Greensboro Cellular Phone Policy. It is the responsibility of all members to ensure that all cellular telephones are used responsibly, properly, and in adherence with the procedures set forth in this policy.

16.7.2 EVALUATION CRITERIA FOR CELLULAR TELEPHONE ISSUANCE

The following criteria should be used as a guide in determining whether an employee should be provided a cellular telephone:

- Employees whose job duties and responsibilities require constant contact with citizens or public servants in other governmental agencies and who spend at least 50% of their workday away from the office.
- Employees who routinely function in a command or field coordinator role for actual emergency incidents or rehearsals for emergency incidents.
- Employees who spend at least one third of their workday away from the office and who routinely need to communicate or receive time sensitive and confidential information.
- Employees who receive temporary assignments away from the office which require constant contact with citizens or public servants in other governmental agencies may be provided with a cellular telephone on a temporary basis.

16.7.3 REQUESTING A CELLULAR TELEPHONE

- Requests for issuance of a cellular telephone will be made by completing a Cellular Telephone Request Form (CM-BE 1-320-Rev. 10/96) and submitting the form to their Bureau Commander for review and approval.
- Bureau Commanders will be responsible for reviewing cellular telephone requests, applying the aforementioned evaluation criteria, determining fund availability and making a recommendation on whether the request should be approved or denied.
- Upon Bureau Commander approval, the Cellular Telephone Request Form bearing the Bureau Commander's signature should be submitted to the Fiscal Management Section, which will coordinate with Telecommunications for the issuance of a cellular telephone.

16.7.4 ISSUANCE OF CELLULAR TELEPHONES

- Cellular telephones will be issued by the Logistics Section. The cellular telephone will become an assigned piece of equipment similar to portable radios, handguns, etc.
- The Logistics Section will maintain a current listing on the Department's Shared Folder of all cellular telephones assigned to employees of the Department.

TITLE: CELLULAR TELEPHONE POLICY	NUMBER 16.7
	PAGE 2 OF 2

- Employees with assigned cellular telephones will, upon separating from the Department, return the cellular telephone to the Logistics Section.
- Employees who, due to their position/assignment, are authorized a cellular telephone, shall maintain the same phone even when transferred to another assignment as long as the new assignment is authorized a cellular telephone. If the new assignment is not authorized a cellular telephone, the cellular telephone shall be returned to the Logistics Section.

16.7.5 USE OF CELLULAR TELEPHONES

- A cellular telephone issued by the Department is intended primarily for City business. As such, personal calls are discouraged and should be kept to a minimum.
- A stationary telephone should be used instead of a cellular telephone whenever an employee is inside a City facility or other facilities where a stationary telephone is readily available.
- Employees shall check their monthly cellular bills and reimburse the City for any personal use of the cellular telephone at a per minute rate determined by City policy. Payment will be made to the Fiscal Management Section.

16.7.6 MONITORING OF CELLULAR TELEPHONE USAGE

- To insure the use of cellular telephones is consistent with the aforementioned guidelines, the Fiscal Management Section will monitor the use of cellular telephones by reviewing monthly billing statements of cellular telephone activity.
- Questionable use of cellular telephones will be reported to the respective employee's immediate supervisor for review.
- The City of Greensboro's Internal Audit Division will periodically review cellular telephone bills for compliance.



Chapter 18



TITLE: COURT ATTENDANCE	
	NUMBER 18.1
EFFECTIVE DATE: 09-15-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R2/09-15-04	

18.1.1 ASSIGNMENT OF COURT DAYS

Division Commanding Officers will be responsible for the assignment of court days for all employees within their division. The court date will be considered a scheduled duty day.

Each employee is responsible for setting cases on their assigned court date. Any court case continued or rescheduled by a follow-up employee will be set on the initial investigating employee's next scheduled court day.

18.1.2 REPORTING FOR COURT

Employees will report to the Court Liaison Office whenever they are scheduled to appear in court, signing in on the appropriate attendance log. They are required to keep appropriate court personnel informed of their whereabouts in the building and must sign out in the Court Liaison Office when known court business is completed.

Employees are required to complete their court business as soon as possible; avoiding other duties through unnecessary court attendance is prohibited.

18.1.3 INABILITY TO REPORT FOR COURT

Supervisory personnel are charged with the responsibility of avoiding (within reason) the granting of leave or the scheduling of training or other activities which would foresee ably interfere with an employee's scheduled court attendance. When such conflicts cannot be reasonably avoided, the affected employee is responsible for notifying the Court Liaison Specialist as soon as possible to allow for the continuance of scheduled cases.

In the event an employee is unable to attend court because of illness or other unforeseeable circumstances, he must notify the Court Liaison Specialist prior to 0900 hours on the scheduled appearance date. If the employee is unable to contact the Court Liaison Specialist, it will be the responsibility of the employee to contact any supervisor in his chain of command, who will in turn notify the Court Liaison Specialist or the District Attorney's Office.

18.1.4 COURT ATTENDANCE ON OTHER THAN SCHEDULED COURT DAYS

Unless subpoenaed, employees are not held responsible for cases scheduled or rescheduled on non-court days when done by the District Attorney, Judges, or in the Superior Court, when these arrangements have been made without consulting with the employee.

Employees subpoenaed to appear in District Court on other than their scheduled court day will contact the Court Liaison Specialist within seven (7) working days of the date in which they are scheduled to appear. If the Court Liaison Specialist cannot be contacted, a detailed voice-mail message should be left with the following information: the officer's full name, the court date, the officer's regular court date, the defendant's name, the CR number on the subpoena, and a telephone or pager number where the officer can be reached.

TITLE: COURT ATTENDANCE	
	NUMBER 18.1
	PAGE 2 OF 2

The Court Liaison Specialist will make an effort to reschedule the case to the employee's next scheduled court date. It is the responsibility of the employee subpoenaed to determine whether or not the case has been rescheduled.

If an employee must appear in court on a date other than his assigned court date, he may call the Court Liaison Specialist and request to be placed on telephone standby. However, to be placed on telephone standby, the employee must speak personally with the Court Liaison Specialist due to the fact that she will need to obtain the approval of the court administrators.

When subpoenaed to Superior Court on other than their scheduled court day, employees will notify the Court Liaison Specialist, who will keep the employee advised of the status of the case.

18.1.5 CIVIL COURT

Employees shall not volunteer to testify in civil actions and shall not testify unless legally subpoenaed.

Employees subpoenaed in any civil case as a result of their employment with the Department will promptly notify the Office of the Chief of Police in writing, summarizing the testimony they are qualified to provide.

18.1.6 MISCELLANEOUS COURTS AND HEARINGS

Prompt notification of a Division Commanding Officer shall be made when an employee is subpoenaed to a court outside the city of Greensboro or is notified or subpoenaed to a Department of Motor Vehicles hearing or Alcohol Beverage Control Board hearing. Attendance at such hearings shall be coordinated through the employee's chain of command.

18.1.7 EMPLOYEE'S RESPONSIBILITY

Employees shall not intentionally avoid the service of a subpoena or other proper notification concerning their attendance in court matters.

Once subpoenaed or otherwise properly notified the responsibility for appearing in court as directed rests with the affected employee. Failure to honor a lawful subpoena may subject an employee to contempt proceedings as well as Departmental administrative action.

At times, the Court Liaison Specialist may be able to coordinate an employee's subpoenaed appearance with court officials so as to try and minimize the employee's actual time spent in court waiting to testify. In as much as this is a courtesy that the judicial system extends to Departmental personnel, affected employees may be required to advise the Court Liaison Specialist of phone numbers and anticipated travels or take other reasonable measures to coordinate their appearance on short notice. Failure to comply with these provisions may subject the employee to administrative action.

18.1.8 COMPENSATION

Issues of compensation for court attendance are set forth in Departmental Directive 3.1 and appropriate Standard Operating Procedures Manuals.

TITLE: CASE PROSECUTION	NUMBER 18.2
EFFECTIVE DATE: 12-21-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R5/06-15-09	

18.2.1 GENERAL

In cases which fall within the jurisdiction of Superior Court, it is important the District Attorney be made aware of important circumstances regarding each case. The availability of this type of information leads to a more informed and successful prosecution of the case.

The District Attorney's Office has access to investigative and supplemental reports. In order to assist the District Attorney's office with making appropriate decisions about case strategies, officers are required to provide timely written updates to investigations in the form of supplemental reports. Officers are required to communicate the existence of additional supplemental reports directly to the assigned Assistant District Attorney as soon as practical.

18.2.2 PRE-TRIAL COMMUNICATION

When the District Attorney's Office determines a case will be prosecuted in Superior Court, the assigned Assistant District Attorney will generate a written notice requesting pre-trial contact with the investigating officer, prior to requesting a Prosecution Summary. Officers are required to respond to this request as soon as feasible but by no later than five business days. The charging officer is responsible for ensuring the Assistant District Attorney has complete case information at that time and will assist in gathering additional information if requested.

18.2.2 PREPARATION OF PROSECUTION SUMMARIES

When requested, the charging officer will prepare a prosecution summary to assist the Assistant District Attorney in successful prosecution. The summary will be completed within five business days following the date of request.

If the investigation is assigned to a follow-up unit, it will be the responsibility of the charging officer who receives the request to forward the request to the follow-up investigator. The follow-up investigator will prepare the prosecution summary. If the case receives no follow-up, the charging officer will be responsible for preparing the summary.

Reports and other documents not yet completed should be noted as such in the prosecution summary and later added to the summary upon receipt by the investigating officer. This will generally be limited to include analysis results from laboratories or other requested information from investigative service providers that require extended periods of time to collect.

TITLE: CASE PROSECUTION	NUMBER 18.2
	PAGE 2 OF 2

18.2.4 PROSECUTION SUMMARY CONTENTS

A Prosecution Summary will contain the following documents and attachments unless the Assistant District Attorney has directed otherwise:

- A Prosecution Summary Cover (PS-POL-62-441)
- A Superior Court Case Information Sheet (PS-POL-59-380)
- The investigative report
- All supplementary reports
- Arrest sheet(s) from the case in question
- Any lab processing requests and reports
- Copy of case evidence card(s)
- Copy of any search warrants
- Copy of any consent forms
- Copy of any photo lineups, with the Eyewitness Identification Instructions, and Eyewitness Identification Case management Form
- The defendant's statements, including any Miranda or 6th Amendment waiver forms.

18.2.5 DISPOSITION OF PREPARED SUMMARIES

The officer assigned to prepare the prosecution summary will prepare **two** complete copies of the summary and one abbreviated copy. The abbreviated copy will not contain any case reports, supplemental reports, or other documents that are readily available from automated Police records. All three copies will be forwarded to the officer's Division Commanding Officer for review, approval, and distribution.

The copies will be distributed as follows:

- One copy to the officer preparing the summary.
- One complete copy to the Court Liaison Supervisor
- One abbreviated copy to the Records Management Section

ATTACHMENT: Prosecution Summary Synopsis Format

**GREENSBORO POLICE DEPARTMENT
PROSECUTION SUMMARY SYNOPSIS
(FORMAT)**

Case Number(s):	(List, if more than one)
Charge(s):	(List Charge)
Defendant:	Name: Address: Sex/Race/Age:
Codefendant(s):	Name: Address: Sex/Race/Age:
Arrest Data:	Date/Time of Arrest: Location of Arrest: Arresting Officer(s):
Crime Data:	Date/Time of Occurrence: Location of Occurrence:
Victim:	Name: Address:
Witness (es)	Name: Address: Brief Summary of Testimony
Evidence:	Item: Present Location: Person to Present in Court:
Reporting Officer:	Officer's Name

FELONIES: CLASS E AND ABOVE

STATUTE	OFFENSE	CLASS
14-2.4(a)	Conspiracy to commit felony	Unless different classification stated, punishable one class lower than felony defendant conspired to commit
14-2.5	Attempt to commit felony	Unless different classification stated, punishable one class lower than offense attempted
14-2.6(a)	Solicitation to commit felony	Unless different classification stated, punishable two classes lower than felony solicited
14-5.2	Accessory to felony before the fact	Punishable as principal
14-7	Accessory to felony after fact	Unless different classification stated, punishable two classes lower than felony committed by principal
14-7.1 to -7.6	Habitual felon	Class C felony
14-17	Murder: **First Degree	Class A felony
	**Second Degree	Class B2 felony
14-18	Voluntary Manslaughter	Class D felony
14-18.2(b)	Injuring pregnant woman during commission of felony	Punishable one class higher than felony committed
14-27.2	First degree rape	Class B1 felony
14-27.3	Second degree rape	Class C felony
14-27.4	First degree sexual offense	Class B1 felony
14-27.5	Second degree sexual offense	Class C felony
14-27.7	Sexual Act: **by parental substitute with minor	Class E felony
	**by custodian with victim of any age	Class E felony
14-27.7A	Statutory rape or statutory sexual offense with person 13, 14, or 15 years old: ***when defendant is at least 6 years older than person	Class B1 felony
	***when defendant is more than 4, but less than 6 years older than person	Class C felony
14-28	Malicious castration	Class C felony
14-29	Castration or maiming	Class E felony
14-30	Malicious maiming	Class C felony
14-30.1	Malicious acid throwing	Class E felony
14-31	Malicious assault and battery in secret manner with deadly weapon and intent to kill	Class E felony
14-32(a)	Assault with deadly weapon with intent to kill, inflicting serious injury	Class C felony
14-32(b)	Assault with deadly weapon, inflicting serious injury	Class E felony
14-32(c)	Assault with deadly weapon with intent to kill	Class E felony
14-32.2(b)(1)	Patient abuse: intentional conduct resulting in death	Class C felony
14-32.2(b)(2)	Patient abuse: culpably negligent conduct resulting in death	Class E felony
14-34.1	Discharging or attempting to discharge firearm into occupied property	Class E felony
14-34.4(a)	Tampering with food, drugs, or cosmetics with intent to cause serious injury	Class C felony
14-34.4(b)	Threatening to tamper with food, drugs, or cosmetics with intent to extort	Class C felony
14-34.5(a)	Assault with firearm on law enforcement, probation or parole officer	Class E felony

STATUTE	OFFENSE	CLASS
14-34.5(b)	Assault with firearm on detention facility employee	Class E felony
14-39	Kidnapping: **First degree	Class C felony
	**Second degree	Class E felony
14-49(a)	Malicious use of explosive or incendiary device to injure another	Class D felony
14-49(b1)	Malicious use of explosive or incendiary device to damage building of worship	Class E felony
14-49.1	Malicious use of explosive or incendiary device to damage occupied property	Class D felony
14-51, -52	First Degree Burglary	Class D felony
14-53	Breaking out of dwelling house	Class D felony
14-57	Burglary with explosive	Class D felony
14-58	First Degree Arson	Class D felony
14-62.2	Burning church, chapel or meeting house	Class E felony
14-74	Larceny or embezzlement by employee of \$100,000 or more	Class C felony
14-87	Armed robbery or attempted armed robbery	Class D felony
14-88	Train robbery	Class D felony
14-90	Embezzlement by agent or fiduciary of \$100,000 or more	Class C felony
14-91	Embezzlement of state property by public officer or employee of \$100,000 or more	Class C felony
14-92	Embezzlement by public officer or trustee of \$100,000 or more	Class C felony
14-93	Embezzlement by treasurer of charitable or religious organization of \$100,000 or more	Class C felony
14-94	Embezzlement by officer of railroad company of \$100,000 or more	Class C felony
14-97	Appropriation of partnership funds by partner of \$100,000 or more	Class C felony
14-98	Embezzlement by surviving partner, with refusal to account for funds of \$100,000 or more	Class C felony
14-99	Embezzlement of taxes by public officer of \$100,000 or more	Class C felony
14-100	Obtaining or attempting to obtain property by false pretenses of \$100,000 or more	Class C felony
14-159.1	Contaminating public water system	Class C felony
14-190.16	First degree sexual exploitation of minor	Class D felony
14-190.18	Promoting prostitution of minor	Class D felony
14-318.4(a)	Intentionally inflicting serious injury on child	Class E felony
14-318.4(a1)	Committing, permitting, or encouraging prostitution by child	Class E felony
14-318.4(a2)	Parent or legal guardian committing or allowing commission of sexual act on child	Class E felony
53-129	Embezzlement by bank officer or employee of \$100,000 or more	Class C felony
58-2-162	Embezzlement by insurance agent of things valued \$100,000 or more	Class C felony
90-95(e)(5), -95(a)(1)	Sale or delivery of controlled substance in violation of 90-95(a)(1): **by person 18 or older to person under 16 but over 13 or to pregnant female	Class D felony
	**by person 18 or older to person 13 or younger	Class C felony
90-95(e)(8), -95(a)(1)	Violation of 90-95 (a)(1) by person 21 or older within 300 feet of elementary or secondary school (effective 12-1-01, child care center is included)	Class E felony

STATUTE	OFFENSE	CLASS
90-95(h)(1)	Trafficking in marijuana - 10,000 pounds or more	Class D drug-trafficking felony; fine of not less than \$200,000
90-95(h)(2)	Trafficking in methaqualone - 10,000 dosage units or more	Class D drug-trafficking felony; fine of not less than \$200,000
90-95(h)(3)	Trafficking in cocaine - 400 grams or more	Class D drug-trafficking felony; fine of not less than \$250,000
90-95(h)(3a)	Trafficking in amphetamine - 10,000 dosage units or more	Class D drug-trafficking felony; fine of not less than \$200,000
90-95(h)(3b)	Trafficking in methamphetamine - 400 grams or more	Class D drug-trafficking felony; fine of not less than \$250,000
90-95(h)(4)	Trafficking in opium or heroin - ** 14-27 grams	Class E drug-trafficking felony; fine of not less than \$100,000
	** 28 grams or more	Class C drug-trafficking felony; fine of not less than \$500,000
90-95(h)(4a)	Trafficking in LSD - 1,000 dosage units or more	Class D drug-trafficking felony; fine of not less than \$200,000
90-95(i)	Conspiracy to commit drug-trafficking offense	Punishable by same penalties as for drug-trafficking felony defendant conspired to commit
90-95.1	Continuing criminal enterprise	Class C felony; forfeiture of enterprise profits and other property set out in statute
90-95.4(a), - 95(a)(1)	Hiring or intentionally using minor to violate 90-95(a)(1): ** when defendant is at least 18 but less than 21 and minor is more than 13	Felony one class greater than violation for which minor was hired
	** when defendant is at least 18 but less than 21 and minor is 13 or younger	Felony two classes greater than violation for which minor was hired
90-95.4(b), - 95(a)(1)	Hiring or intentionally using minor to violate 90-95(a)(1): ** when defendant is 21 or older and minor is more than 13	Felony three classes greater than violation for which minor was hired
	** when defendant is 21 or older and minor is 13 or younger	Felony four classes greater than violation for which minor was hired
90-95.6, -95(a)(1)	Promotion by person 21 or older of violation of 90-95(a)(1) by minor	Class D felony
90-98	Controlled Substances Act: ** Conspiracy to violate	Same class as offense for which conspiracy created
	** Attempt to violate	Same class as offense attempted



Chapter 19



TITLE: TERRITORIAL JURISDICTION	NUMBER 19.1
EFFECTIVE DATE: 09-15-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R2/09-15-04	

19.1.1 TERRITORIAL JURISDICTION

Greensboro police officers have jurisdiction within the corporate city limits, within 1 mile beyond the corporate city limits, and upon land owned or leased by the City of Greensboro, wherever it might be located. The City Clerk maintains descriptions of geographical boundaries of City property outside the city limits.

Greensboro officers often share jurisdiction with other law enforcement agencies. For example, the Guilford County Sheriff also has jurisdiction within the corporate city limits. Likewise, state university police share jurisdiction over their campuses.

19.1.2 EXCEPTIONS AND SPECIAL AGREEMENTS

With the exception of Guilford Courthouse National Military Park, Greensboro officers do not have jurisdiction upon real property that is owned by the U.S. Government within the corporate limits of Greensboro. A federal agency may, however, request the specific assistance of a Greensboro officer on such property. The Federal Courthouse, the Internal Revenue Service Center, and other parcels of property fall into this category. Greensboro officers share jurisdiction on other leased federal property in the city such as branch post offices as well as at the Guilford Courthouse National Military Park.

Officers are cautioned to verify the controlling jurisdiction prior to taking police action on Federal property. Verification can often be made through the manager of the property. If doubt remains as to the jurisdiction, the U.S. Marshal's Office should be contacted to clarify the question of jurisdiction on any specific parcel of U.S. Government property. The Police Attorney may also provide assistance in this matter.

The Chief of Police may enter into an agreement with another police agency which shares jurisdiction over property within the City specifying the mutual law enforcement roles each agency will fulfill. An example of such an arrangement is agreements with local state universities. Copies of any such agreement currently in force will be maintained by the Chief of Police, the Watch Operations Center, and the Guilford Metro 911 Center.

TITLE: RELATIONSHIPS WITH OTHER AGENCIES	NUMBER 19.2
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R5/05-01-08	

In the interest of long-term planning and coordination, it is essential that the Department establish and maintain liaison with a number of outside agencies and organizations. The maintenance of effective channels of communication between the Department and other organizations of mutual interest is essential in improving cooperation and operational effectiveness.

19.2.1 APPOINTMENT AND DUTIES OF AGENCY LIAISON OFFICERS

The Commanding Officer of the respective division is appointed liaison with the agency as indicated:

Criminal Investigation Division

- Adult Probation and Parole Departments
- County and state corrections systems
- Adult Courts System
- Family Service of the Piedmont, Inc.
- Investigative units of law enforcement agencies of adjoining and concurrent jurisdictions
- Juvenile Courts
- Juvenile Probation and Parole Departments
- Department of Social Services
- Federal, State and Local Law Enforcement Agencies
- Guilford County District Attorney
- Guilford County Magistrate's Office
- Intelligence units of law enforcement agencies of adjoining and concurrent jurisdictions
- State Department of the U.S. Government

Vice/Narcotics Division

- Vice and narcotics investigative units of law enforcement agencies of adjoining and concurrent jurisdictions

Special Operations Division

- Emergency Management Assistance Agency
- State and City of Greensboro Departments of Traffic and Transportation
- Governor's Highway Safety Program
- Guilford County Sheriff's Department
- Greensboro Fire Department
- Guilford County Emergency Medical Service

Operational Support Division

- Guilford County Schools

TITLE: RELATIONSHIPS WITH OTHER AGENCIES	NUMBER 19.2
	PAGE 2 OF 3

Patrol Divisions

Universities and Colleges	C.O., Southern Division
Animal Control	C.O., Western Division
Guilford County Mental Health	C.O., Eastern Division
Guilford County Hospitals (Greensboro)	C.O., Central Division
Night Clubs/Entertainment	X.O., Central Division

Management Bureau

Guilford Metro 911	Bureau Commander
--------------------	------------------

Office of the Chief of Police

Media Relations	X.O., Chief of Police
-----------------	-----------------------

Police Attorney

District Attorney

Chief of Police

Law Enforcement Coordinating Committee

Each liaison officer is responsible for periodic meetings with the indicated agency to discuss issues of mutual concern.

19.2.2 REFERRAL TO OTHER AGENCIES

In the course of police activity, an officer may encounter a juvenile or adult in need of services which are beyond the scope and resources of the Department. Every effort should be made to assist these persons within the limits of time and available resources.

After all reasonable Departmental avenues have been exhausted; members should refer these persons to the United Way 211 Information and Referral Service. This agency is a full-time clearing house for all area agencies, established for the purpose of assistance. Available services range from providing limited financial assistance to psychiatric counseling, from Legal Aid to medical assistance, and from suicide prevention to drug dependency treatment. This agency serves all aspects of our population, irrespective of age, sex, race, or social status.

The United Way 211 Information and Referral Service may be accessed by calling 211 or 1-800-831-1754.

All members are reminded of the provisions of applicable laws, ordinances, or Departmental directives which relate to the processing of those juveniles and adults involved in criminal activity.

19.2.3 EMERGENCY MANAGEMENT ASSISTANCE AGENCY

In the event of occurrences that require non-law enforcement services or assistance beyond the

TITLE: RELATIONSHIPS WITH OTHER AGENCIES	NUMBER 19.2
	PAGE 3 OF 3

capabilities of City resources, the Guilford County Emergency Management Assistance Agency should be contacted. As a coordinating agency, the EMAA maintains contact with federal, state, and local agencies, both public and private, that may be able to offer assistance or support.

The Assistance Agency maintains liaison with other local agencies that may be able to loan services and equipment for on-site damage assessment and debris removal.

Unless specifically provided in applicable state or federal law, the receiving agency would be expected to compensate the provider agencies for the use of its resources.

TITLE: MUTUAL AID	NUMBER 19.3
EFFECTIVE DATE: 09-15-04	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R3/09-15-04	

North Carolina General Statute, Chapter 160A, Section 288, authorizes law enforcement agencies to assist each other during natural or man-made disasters and other incidents requiring services beyond the capacity of a single agency. The Greensboro Police Department will participate in mutual aid agreements with other police departments and agencies as permitted by North Carolina General Statutes.

19.3.1 FORMALIZING MUTUAL AID AGREEMENTS

The Greensboro Police Department's Mutual Aid Agreements are available from the Police Attorney. Prior to entering into a Mutual Aid Agreement with another department or agency, the agreement will be reviewed by the Police Attorney. The Police Attorney's Office will be the repository for all signed agreements. This agreement will remain effective until otherwise terminated and will become the operating policy for every mutual aid request from the particular requesting department or agency. It is not necessary to execute a new agreement contract with every request, but each request must refer to the existing agreement between the Greensboro Police Department and the requesting or assisting department or agency.

19.3.2 FILE COPIES OF MUTUAL AID AGREEMENTS

The Police Attorney will forward copies of all current Mutual Aid Agreements to the Watch Operations Center. A file of all current Mutual Aid Agreements between the Greensboro Police Department and other departments or agencies will be maintained in that office. This file will be available for review at any time by Division Commanders, Bureau Commanders, or the Chief of Police.

19.3.3 ANNUAL REVIEW OF MUTUAL AID AGREEMENTS

The Police Attorney will conduct an annual review of all Mutual Aid Agreements entered into by the Greensboro Police Department. His review will determine the level of participation of the Department in mutual aid requests with the active departments or agencies. In addition, the Police Attorney will make changes, additions, suggestions or other modifications deemed appropriate and in the best interest of the Greensboro Police Department.

19.3.4 MUTUAL AID REQUESTS BY ANOTHER AGENCY

The request must be made in writing by the head of the requesting agency or his designee. When time is of the essence, a DCI message will initially satisfy this requirement. However, a formal written request from the agency head must be sent as soon as practical.

Any employee receiving a mutual aid request to assist another municipal or county police department, sheriff's department or state law enforcement agency will immediately notify the Duty Captain or Watch Commander who will evaluate the request and document it on a Mutual Aid Request Form.

TITLE: MUTUAL AID	NUMBER 19.3
	PAGE 2 OF 3

Except in an immediate life-threatening situation, mutual aid will not be extended to any agency without a current Mutual Aid Agreement already in effect and on file with the Greensboro Police Department. Verification of the existence of a current agreement must be made through the Police Attorney's Office or the Watch Operations Center file by the Division Commanding Officer approving or disapproving the request.

After office hours, approval must be made by a Division Commanding Officer or Watch Commander, for mutual aid involving personnel of the following departmental components:

- Canine Section
- Underwater Recovery Team
- Hazardous Devices Team
- Forensic Services Section Personnel
- Negotiations Team

The Chief of Police or his designee will be notified regarding all other requests for mutual aid, including all requests from federal agencies for mutual aid or assistance outside the jurisdiction of the City of Greensboro, and will order the response when appropriate.

19.3.5 EXTENT OF MUTUAL AID

The Greensboro Police Department is willing to fulfill requests for mutual aid to the extent possible without significantly impacting the provision of police services to the City of Greensboro. This response may include personnel, vehicles, radios, and/or other police resources.

19.3.6 MUTUAL AID REQUESTS BY THE GREENSBORO POLICE DEPARTMENT

All requests for mutual aid to assist the Greensboro Police Department will be made by the Chief of Police or his designee.

19.3.7 SUPERVISION AND CONTROL OF OFFICERS ON LOAN

Police officers assigned to another agency under mutual aid provisions shall be subject to lawful operational commands of supervisors of that agency. Personnel and administrative control, including compensation of the officers, will be retained by the lending agency. Loaned officers will be entitled to full workmen's compensation benefits during their assignment to the requesting agency.

19.3.8 JURISDICTION, POWERS, RIGHTS, IMMUNITIES

Police officers assigned to another agency under mutual aid provisions shall have the same jurisdiction, powers, rights, and immunities as other officers of that agency.

19.3.9 FEDERAL LAW ENFORCEMENT ASSISTANCE

Historically, there has been a close working relationship between the Department and federal law enforcement agencies. Although there is no formal criteria to be met prior to requesting federal law enforcement assistance, there should be an indication that federal laws are involved and that federal assistance is appropriate. In the event emergency law enforcement assistance is required, supervisors may telephone the appropriate agency and request aid. Formal Mutual Aid Agreements with federal agencies are not covered by State Statute 160A. (Any request from a federal agency for assistance will be referred to the Chief of Police or his designee)

Approval of any requests by federal agencies for law enforcement assistance outside the jurisdiction of the Greensboro Police Department by Greensboro police officers must be approved by a Division Commander. Investigative officers are encouraged to maintain working relationships with members of federal law enforcement agencies for the promotion of inter-agency cooperation and efficient law enforcement.

19.3.10 MULTI-JURISDICTIONAL TASK FORCES

The Greensboro Police Department is willing to participate with other law enforcement agencies in the formation of a task force. Generally the purpose of such a task force is investigative in nature, but there could be many other reasons to bring about a consolidated effort. It is important to the success of any task force that in the beginning, there is a clear understanding of what the purpose of the task force is. A memorandum of understanding should be executed between all agencies involved so that the purpose is stated as well as certain areas of responsibility, authority, and accountability. The memorandum of understanding should also detail what resources in both personnel and equipment are available. Periodically, an analysis should be completed of the task force's results to determine if the task force is accomplishing its objectives and to ascertain the need for the continuance of the task force.

19.3.11 ASSISTANCE RENDERED TO PROBATION/PAROLE OFFICERS

It shall be the policy of the Greensboro Police Department to assist the North Carolina Department of Corrections, specifically the Division of Adult Probation/Parole, upon request. Probation/Parole Officers have limited law enforcement powers and are trained only in the specific areas of their expertise. They also do not have adequate facilities for the storage and preservation of significant evidence such as narcotics. Therefore, it may be necessary at times for Greensboro Police personnel to assist Probation/Parole Officers in situations such as making arrests, completing case reports, and the collection and preservation of evidence.

TITLE: VICTIM AND WITNESS ASSISTANCE	NUMBER 19.4
EFFECTIVE DATE: 08-26-2008	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94)R6/08-26-2008	

19.4.1 GENERAL

The Department recognizes its obligation to assist victims and/or witnesses of criminal actions. The criminal justice system is often foreign and frustrating to victims or witnesses of crimes. Generally speaking, the first contact people have with the criminal justice system is through their initial police contact.

Criminal actions against juveniles, victims of sexual assault, and the elderly can be particularly traumatic. The Department is committed to appropriate action to ensure that victims and witnesses are treated with fairness, compassion, and dignity.

While most police officers and non-sworn members coming in contact with victims or witnesses of criminal actions are not trained to conduct counseling or treatment beyond a compassionate approach to the investigative process, our officers and non-sworn members do have access to trained professionals in this field.

19.4.2 24-HOUR REFERRAL

The Department has assigned, through Family Services of the Piedmont Inc., three Victim Advocates, who are trained counselors. Any member of the Department may refer a victim and/or witness to these Advocates for assistance.

During those times when the victim's advocates are not available, the Watch Operations Center will maintain a list of all agencies that provide emergency 24-hour service to assist victims or witnesses in criminal actions. The Watch Operations Center will be the point of contact for anyone needing such assistance.

19.4.3 ASSISTANCE FROM THE STATE OF NORTH CAROLINA

All members should be aware that Chapter 15B of the North Carolina General Statutes provides for financial assistance to victims of crimes under certain circumstances. Persons requesting such assistance should be referred to one of the Victim Advocates or to the District Attorney's Office.

19.4.4 CONFIDENTIALITY OF RECORDS

State law governs the rights of private citizens who are victims or witnesses, and specifies what information is considered public record. Chapter 132 of the North Carolina General Statutes or the Police Attorney should be consulted when there is a question about what information must or may be released.

19.4.5 RIGHTS OF VICTIMS OF CRIME

N.C.G.S. 15A-825 lists the basic rights for victims of crime. These basic rights are as follows:

- The right as prescribed by law to information regarding immediate medical assistance when needed.

TITLE: VICTIM AND WITNESS ASSISTANCE	NUMBER 19.4
	PAGE 2 OF 3

- The right as prescribed by law to information about available protection from harm, and threats of harm, arising out of cooperation with law enforcement prosecution efforts.
- The right as prescribed by law to have any stolen or other personal property expeditiously returned by law-enforcement agencies when it is no longer needed as evidence, and its return would not impede an investigation or prosecution of the case.
- The right as prescribed by law to be informed of and to be present at court proceedings of the accused.
- The right to be heard at sentencing of the accused in a manner prescribed by law and at other times as prescribed by law or deemed appropriate by the court.
- The right as prescribed by law to receive restitution.
- The right as prescribed by law to be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services for victims.
- The right as prescribed by law to receive information about the conviction or final disposition and sentence of the accused.
- The right as prescribed by law to receive notification of escape, release, proposed parole or pardon of the accused, or notice of a reprieve or commutation of the accused's sentence.
- The right as prescribed by law to present their views and concerns to the Governor or agency considering any action that could result in the release of the accused, prior to such action becoming effective.
- The right as prescribed by law to confer with the prosecution.

North Carolina General Statute 15A-831 mandates that the investigating law enforcement agency make certain, specific notifications to victims concerning their case. The following sections explain these notifications and how they are to be made.

19.4.6 INITIAL INVESTIGATOR RESPONSIBILITIES

As part of the initial incident investigation for all felonies where a victim has been identified and in all domestic violence investigations, the investigating officer shall complete the Greensboro Police Department Victim Rights Form (POL 5000) which provides the victim with information as required by N.C.G.S. 15A-831. The completed original is forwarded to the Records Management Section and the yellow copy is given to the victim. The pink copy is forwarded to the investigative unit responsible for the follow-up investigation of the reported incident. In addition, if a suspect is arrested during the initial investigation, the investigating officer will insure that the victim is advised of the arrest.

The distribution of the Greensboro Police Department Victim Rights Form (POL 5000) shall be noted in the officer's incident/investigation report.

19.4.7 FOLLOW-UP INVESTIGATOR RESPONSIBILITIES

When practical, follow-up investigators should notify victims and witnesses of significant status changes in investigations. Refusal to prosecute by the District Attorney's Office or arrestee's custody status changes are examples of situations where, in an attempt to prevent further victimization of the victim and/or witnesses, it may be appropriate for investigators to attempt such notifications. When investigators become aware of information which indicates that the victim and/or witnesses may be further victimized, this information should be relayed to the victim and/or witnesses. Timely communications with victims and/or witnesses is both a common courtesy and in the best interest of the Department.

Whenever a suspect is arrested in the follow-up process, whether it is by a detective or patrol officer pursuant to a warrant resulting from the follow-up investigation, the arresting officer shall attempt to notify the victim of the arrest. This mandate applies to all felony cases with a named victim and any misdemeanor case when the offense was committed between persons who have a personal relationship as defined by N.C.G.S. 15A-830(a) (7)g. To satisfy this mandate the officer will attempt to make notification by telephone or in person. The officer will complete the Greensboro Police Department Victim/Investigating Agency Arrest Notification Form (POL 5001) which includes, among other things, the date and time of arrest, the arrestee's name, the charges filed and the date, time and manner of the attempted victim notification and whether or not the attempt was successful. On the reverse side of the original, the officer will indicate, in the space provided, the victim's name and address. The completed form will be turned in **immediately** to the Information and Technology Division, Records Management Section. Records Management Personnel will seal and mail the form upon receipt. The remaining copies will be distributed as indicated in the bottom margin of the form. Personal contact does not relieve the arresting officer's responsibility for completing this form.

In the interest of limiting further hardship upon victims and witnesses, when practicable victim/witness assistance may include, but is not limited to assistance with scheduling line-ups, interviews and other required appearances. If necessary and feasible, transportation for investigative purposes could be provided.

19.4.8 UNCOOPERATIVE WITNESSES AND VICTIMS

While members are reminded to be sensitive and considerate to the rights and needs of victims and witnesses, nothing in this Directive is intended to hamper the complete and thorough investigation of a crime. Uncooperative witnesses or questionable victims should be handled in a manner appropriate to the investigation.



Chapter 20



TITLE: COMPLAINT/SERVICE REQUEST PROGRAM	NUMBER 20.1
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

20.1.1 PURPOSE

Citizens often pass on requests or complaints to Police employees concerning City services. In order to easily and effectively handle a citizen's request or complaint, the Complaint/Service Request Program allows the employee to easily record and forward this information to the proper department or division.

The Complaint/Service Request form will not be used for complaints against employees or their conduct or to communicate lengthy information of an investigative nature when a memorandum would be more appropriate.

20.1.2 PROCEDURE

A Police employee, upon receiving a complaint, comment, request, or suggestion from a citizen concerning a City service, will complete a Complaint/Service Request form and distribute as follows:

- If the request involves Police services, the form shall be forwarded to the appropriate Police unit.
- If the request involves services rendered by other City agencies, the form should be forwarded to the appropriate City department.

TITLE: COMMUNITY BAROMETER REPORT	NUMBER 20.2
EFFECTIVE DATE: 07-11-05	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R3/07-11-05	

20.2.1 PURPOSE

The Greensboro Police Department is sensitive to actions, practices, and attitudes that may contribute to community tensions and grievances. By recognizing such problems at an early stage, preventive action can be taken by the agency that might well deter greater problems in the future.

20.2.2 REPORTING

A Community Barometer Report should be prepared on any incident that is observed by or reported to any Departmental employee which may indicate community tension or grievances.

Employees are to report any incident, regardless of how minor it may seem, that may have an impact on community affairs.

The Community Barometer Report is not a public document. Therefore, officers may freely report information they receive.

Because of the need for timely reporting, Barometer Reports should be entered in the "Police Shared Folder, Barometer Reports", no later than the end of the reporting employee's tour of duty. In addition, the employee will send an email message to the All Police distribution list via Outlook, stating that a Barometer Report has been entered and attaching the report for review. Barometer reports will remain in the shared folder for archival purposes for the time period specified by the North Carolina Records Retention Schedule.

Any follow-up action taken by any officer or unit must be reported, in written memorandum, to the Chief of Police, and distributed by email in the same manner as above.

TITLE: NEWS MEDIA RELATIONS	NUMBER 20.3
EFFECTIVE DATE: 09-15-04	PAGE 1 OF 8
REVISION HISTORY: (Adopted 09-01-94) R4/09-15-04	

The Greensboro Police Department recognizes the need for open, direct communication between the Department and the news media. A cooperative relationship between the Department and the news media will enhance dissemination of objective, factual information without infringing upon the guaranteed rights and privileges of individuals. While all records of criminal investigations and criminal intelligence information are not public record under state law, the policy of this Department is to maintain a professional, cooperative relationship with the news media. Any release of information must comply with pertinent state law, particularly North Carolina General Statute 132-1.4, "Criminal Investigations; Intelligence Information Records". Information regarding juvenile investigations is regulated by Departmental Directive 12.9, Juvenile Law and Procedures.

20.3.1 POLICY

It shall be the policy of the Greensboro Police Department to cooperate with representatives of the news media in a professional manner. No employee will willfully delay, hamper, or interfere with any member of the news media who is lawfully gathering information or reporting an event, subject to the conditions of this directive. To the extent practical, the Department's Public Information Officer (PIO) shall be utilized to respond to, and coordinate media responses to requests for information and interviews.

20.3.2 PUBLIC INFORMATION OFFICER – DUTIES AND RESPONSIBILITIES

The Executive Officer to the Chief of Police shall serve as the Public Information Officer for the Department. The PIO shall serve as the primary media contact during normal business hours, Monday through Friday, from 0800 to 1700 hours. He shall act as a liaison between the Department and the media and serve as spokesperson/coordinator of the Department's response to the media on matters described in 20.3.5.2. The PIO shall respond to questions from the media or refer them to the appropriate person or agency. Duties of the PIO include, but are not limited to:

- Assist news personnel in covering routine stories and at incident scenes.
- Coordinate with unit commanders and assigned investigators in the release of designated public information.
- Prepare and distribute press releases and media advisories.
- Arrange and stage-manage news conferences held by the Department.
- Issue temporary media passes when necessary.
- Assist other city departments at news conferences, as directed by the Chief of Police.
- Actively seek newsworthy or interesting facts about Department personnel and programs and coordinate the issuance of proactive, positive stories about the Department, its members and employees.
- Coordinate the release of authorized information concerning confidential Departmental investigations and operations.
- Maintain communications with field/incident commanders during major incidents and natural disasters as described in 20.3.5.4.

TITLE: NEWS MEDIA RELATIONS	NUMBER 20.3
	PAGE 2 OF 8

20.3.3 WATCH OPERATIONS SPECIALIST- DUTIES AND RESPONSIBILITIES

The Watch Operations Specialist is designated as the primary public information source for routine and operational occurrences. The Watch Operations Specialist will:

- Gather investigative reports, crash reports, and information about newsworthy incidents for dissemination to the media
- Assist news personnel in covering routine news stories.
- Release, on a daily basis, to any news media representative, newsworthy information that is a matter of public record.
- The Watch Operations Specialist will ensure that the Public Information Officer receives a copy of all press releases generated by the Watch Operations Center.

20.3.4 WATCH COMMANDER – DUTIES AND RESPONSIBILITIES

The Watch Commander shall serve as the Department's primary public information officer during periods other than Monday through Friday, 0800 hours to 1700 hours. Duties of the Watch Commander shall include, but are not limited to:

- Assist news personnel in covering routine stories and at incident scenes.
- Coordinate with unit commanders and assigned investigators in the release of designated public information.
- Prepare and distribute press releases and media advisories.
- Arrange and stage-manage news conferences held by the Department.
- Issue temporary media passes when necessary.
- Assist other city departments at news conferences, as directed by the Chief of Police.
- Coordinate the release of authorized information concerning confidential Departmental investigations and operations.
- Maintain communications with field/incident commanders during major incidents and natural disasters as described in 20.3.5.4.
- The Watch Commander will ensure that the Public Information Officer receives a copy of all press releases generated by the Watch Commander.

20.3.5 RELEASE OF INFORMATION TO THE NEWS MEDIA

20.3.5.1 General Guidelines

The Department shall strive for the prompt release of information to the public by way of the media on matters affecting public safety. Media requests for information or interviews should be coordinated through the PIO when practical. Members may provide accurate, factual information relating to general inquiries from the media regarding law enforcement functions as it pertains to the scope of the member's normal duties. Members may elect to refer press inquiries to their supervisor or the PIO and should do so if uncertain about what information can or cannot be released. Members shall never represent opinion as fact.

20.3.5.2 Information to be Referred to and/or Released by the Public Information Officer

The following is a listing of information that should be referred to the Public Information Officer:

- All inquiries relating to Departmental policy or criticisms of the Department that require an official response

- Requests to film police facilities and/or personnel for the purpose of advertisement and/or television/film productions
- Information contained in draft publications and Departmental memoranda
- Any inquiry in which a member is uncertain about what information is or is not releasable to the public
- Those criminal incidents which, due to their nature, affect on the public, or the notoriety of the alleged suspect/victim/witness, could be reasonably assumed to attract wide media interest
- Major incidents as contained in 20.3.5.4.

All information regarding internal discipline, internal investigations, personnel matters and complaints against Departmental members shall be released only by the direction of the Chief of Police or his designee, in accordance with North Carolina General Statute 160A-168, "Privacy of Employee Personnel Records", unless otherwise authorized by the City Manager and approved by the City Council. This statute provides that information about City employees which may be made public is limited to the following:

- Name
- Age
- Date of original employment or appointment to the service
- Current position title
- Current salary
- Date of most recent promotion, demotion, transfer, suspension, separation, or other change in position classification
- The office to which the employee is currently assigned.

20.3.5.3 Other Releases

Information relating to police personnel recruitment, training requirements, and general personnel related materials might be released by the Division of Resource Management, the Division of Organizational Development or the PIO during normal business hours.

Information relating to criminal investigations, except those noted in 20.3.5.2, may be released through the investigative unit assigned or the PIO.

The Division of Resource Management or the PIO may release information relating to statistical, budgetary and planning issues or other administrative reports.

20.3.5.4 Release of Information During a Major Incident

Field supervisors, Watch Commanders, and assigned investigators on the scene of major incidents, such as homicides, accidents involving serious injuries, barricaded suspects, or crimes-in-progress situations may respond to immediate questions from the media.

Due to the nature of the situation, the Watch Commander may request a call-out of the PIO.

When called to the incident scene, the PIO will assume responsibility for coordinating media requests, assisting command personnel with public statements to the media, and keep command personnel informed of media activities.

TITLE: NEWS MEDIA RELATIONS	NUMBER 20.3
	PAGE 4 OF 8

In the aftermath of a large-scale natural disaster, the PIO shall coordinate Departmental relations with the media, schedule briefings, prepare releases, and when required, arrange for site tours.

20.3.5.5 Information Which Must Be Made Public

Unless release or disclosure of a particular item of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of an investigation or a related investigation, the following information must be made public under state law:

Arrest Information

- The time, date, location, and nature of a violation, or apparent violation, of the law reported to a public law enforcement agency.
- Except for minors, the name, sex, age, address, employment, and alleged violation of law of a person arrested, charged, or indicted.
- The factual circumstances surrounding an arrest, including the time and place of arrest, whether the arrest involved resistance, possession or use of weapons, or pursuit, and a description of any items seized in connection with the arrest.

Incident Information

- The contents of "911" and other emergency telephone calls received by or on behalf of public law enforcement agencies, except for such contents that reveal the name, address, telephone number, or other information that may identify the caller, victim, or witness.
- The contents of communication between or among employees of public law enforcement agencies that are broadcast over the public airways.
- The name, sex, age, and address of a complaining witness unless identified on a 911 or other emergency telephone call.

20.3.5.6 RELEASE OF INFORMATION - JUVENILES

The name, address, or telephone number of any juvenile may not be released in the following situations:

- When the juvenile (under 16) is suspected or accused of being delinquent or undisciplined, including traffic offenses.
- When the juvenile (under 18) is the victim of a criminal offense. When the juvenile (under 18) is the victim of a criminal offense or is the complaining witness, his or her name and address may be withheld only if, as determined by the investigating officer, release would likely pose a threat to the mental health, physical health, or personal safety of the complaining witness or materially compromise the continuing or future criminal investigation or criminal intelligence

operation. The investigating officer shall note on appropriate reports that such name and address is to be temporarily withheld from public disclosure and shall also notify the Watch Operations Center to withhold disclosure.

- When the juvenile (under 18) is the victim of neglect, dependency, or child abuse, except in cases of death or near death, due to neglect or abuse as described in NCGS 7B-2902(a)(3). In these cases, the release of information will be coordinated by the supervisor of the Juvenile Services Squad.
- When the juvenile is a witness to an incident, except in the case of a traffic crash.

If a juvenile is a driver involved in a reportable traffic crash, his name, address, etc., can be included as part of the traffic crash report. If the juvenile is charged with a traffic offense, this information will not be included in the arrest portion of the traffic crash report. Rather, the arrest information will be included on a separate supplementary investigative report.

20.3.5.7 RELEASE OF INFORMATION IN CRIMINAL CASES - ADULTS

The following information pertaining to adults is public record:

- The name, age, address, and similar background information of a person who has been charged, arrested, or cited for a violation of any statutes or ordinances.
- The text, substance, or nature of the charge.
- The circumstances surrounding an incident or arrest, such as the time, location, pursuit, possession or use of a weapon and a description of any items seized in connection with the arrest.
- The name, address, sex, and age of a victim, unless the investigating officer determines release would likely pose a threat to the mental health, physical health, or physical safety of the victim-complainant, or materially compromise a continuing or future criminal investigation or criminal intelligence operation.
- Additional information, which may assist in an investigation, such as alerts for individuals or vehicles.

20.3.5.8 INFORMATION NOT TO BE RELEASED - ADULTS

The following information pertaining to adults may not be released:

- The name or address of any witness to an incident other than the complainant except in the case of traffic crashes. The name of a complainant shall be withheld from public disclosure if the threat conditions listed in 20.3.5.7, bullet #4 exist.

TITLE: NEWS MEDIA RELATIONS	NUMBER 20.3
	PAGE 6 OF 8

- The name or address of a deceased person will not be released until the next of kin has been notified. When a reasonable effort to locate the next of kin has failed, the Commanding Officer of the division actively involved in the case may release the information regarding the deceased. This restriction may be waived in unusual circumstances by the Commanding Officer of the division actively involved in the case, or by the Chief of Police or his designee.

Any member releasing departmental information to the media will forward the following to the PIO as soon as possible, but prior to concluding their tour of duty:

- Date & Time of Contact
- News Affiliate and Name of Reporter
- Nature of Information Released
- Specifics Concerning their Statements

20.3.6 INFORMATION TO BE RELEASED BY THE CHIEF OF POLICE

Press conferences shall be made when necessitated by specific occurrences or at the discretion of the Chief of Police. The Chief of Police shall preapprove all press conferences.

20.3.7 AUTHORITY OF COMMAND OFFICERS

Command officers have the authority and responsibility to respond directly to inquiries from representatives of the news media concerning information relating to their respective commands within the guidelines of this directive. Command officers who will not be available to handle anticipated media inquiries regarding major crimes or crashes and unusual events occurring within the purview of their command should provide the Public Information Officer, the Watch Operations Specialist or Watch Commander with adequate information to respond to media inquiries.

20.3.8 IDENTIFICATION OF MEDIA REPRESENTATIVES

Members of the Department shall require adequate identification of media representatives prior to permitting access to controlled and/or secured areas. For the purpose of this directive, media representatives shall include reporters, photographers, camera operators, and other media personnel.

Press credentials or media identification are the responsibility of the individual media representative. Media representatives participating in the Citizen Ride-Along Program will display their press credentials or otherwise be identified to persons dealing with an officer in the course of an investigation.

20.3.9 MEDIA REPRESENTATIVE AT SCENE

All requests for information from media representatives at the scene of an ongoing police investigation or operation shall be directed to the officer in charge, who will provide essential, factual information within the guidelines established by this directive. The officer in charge may delay providing information to media representatives when an emergency exists. Media representatives should be told why the delay is necessary and provided the appropriate information once the emergency is over.

20.3.10 ACCESS TO CONTROLLED AND SECURED AREAS

For the purpose of this directive, controlled areas are defined as areas not open to the public or unauthorized persons. The Crime Lab, Evidence Room, the Logistics Section, the Communications Center, the Records Management Section, and Assembly or Lineup areas are examples of controlled areas.

Media representatives may not be admitted to these areas except upon express approval of the Chief of Police or his designee.

Secured areas are defined as locations secured as crime or incident scenes. Upon request media representatives shall be furnished access to locations secured as crime or incident scenes, unless the presence of media representatives seems likely to endanger the successful completion of the police operation, the preservation and collection of evidence, or the life of another person. When access to these areas is initially denied the media representative, the officer in charge should explain the reason and allow access as soon as practical.

No media representative shall be denied access to an area solely on the basis of the representative's own personal safety. In those circumstances where apparent danger exists, the media representative should be advised of the risk and then allowed access.

Members of the Department will not authorize media representatives to enter private property. The private citizen having control of the property may allow access. The officer in charge of the scene will not authorize media representatives to enter the interior of privately-owned structures where the controller of the property is not available to permit or deny entry.

No member of the Department shall attempt to deny or restrict media representatives or the public from taking photographs of an area or an individual. No member of the Department shall deliberately pose a person under police control for photographs or filming.

Departmental members may feel certain photographs will be repulsive or degrading to individuals; however, the media agencies are responsible for determining what to print or televise.

Officers with a media representative present as a participant in the Citizen Ride-Along Program will ensure that the representative's presence or actions do not violate the conditions and restrictions of this directive.

20.3.11 MEDIA REPRESENTATIVES NOT EXEMPT FROM LAWS

In recognizing the media representative's primary responsibility to report newsworthy incidents by obtaining information and photographs, officers should not unnecessarily obstruct the reporter in the pursuit of this function. However, members of the news media are neither implied nor expressly exempt from municipal, state, or federal laws.

Pertinent information, including photographs, may be released in the case of a juvenile runaway or missing person with permission of parent or guardian.

TITLE: NEWS MEDIA RELATIONS	NUMBER 20.3
	PAGE 8 OF 8

20.3.12 CHANGES IN POLICIES AND PROCEDURES

It shall be the policy of the Greensboro Police Department to involve the news media in the development of changes in policies and procedures relating to the news media. The Chief of Police will solicit input from members of the media prior to making substantial changes in the news media policy.

20.3.13 NEWS RELEASES INVOLVING MULTI-AGENCIES

In matters involving mutual efforts of the Greensboro Police Department and other departments or agencies, the department or agency in charge shall make the release of information. The PIO will serve as a liaison between the Departments, other City departments, and/or outside agency PIOs in the development of procedures for releasing information in mutual aid situations.

20.3.14 DELAYED RELEASE OF INFORMATION

Whenever the name and address of a complaining witness is initially withheld pursuant to this directive, the currently assigned investigating officer shall ensure that once the condition justifying the temporary withholding has ceased to exist, the information becomes available for public disclosure.

TITLE: RIDE-ALONG PROGRAM	NUMBER 20.4
EFFECTIVE DATE: 01-11-05	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R2/01-11-05	

20.4.1 GENERAL POLICY

In order to promote a better understanding of its mission and operation, it is the policy of the Greensboro Police Department to permit citizens to ride in police vehicles as passenger/ observers.

Assignment and activities of citizens authorized to participate in this program will be limited to and conform with the conditions and regulations set forth in this Directive.

20.4.2 PROGRAM ADMINISTRATION

The Watch Operations Specialist is responsible for initial screening and assignment by Division of participants. All requests to participate in the program will be initiated through the Watch Operations Center.

The Watch Operations Specialist may conduct an inquiry into the applicant's suitability to participate in the program. The Watch Operations Specialist may refuse to approve an applicant when there are reasonable and documentable circumstances which indicate that such participation would not serve the best interests of the Department.

The Watch Operations Specialist will ensure that a liability release form is properly completed and signed by the participant (if required), and will be responsible for maintaining all records pertinent to the operation of the program.

The affected field supervisor will be responsible for designating the officer to which the participant will be assigned.

Each participant is under the direct and complete control of the officer to which assigned. An officer experiencing difficulty with a participant has the prerogative to discharge the rider at the Watch Operations Center. In such cases, the officer will explain the circumstances to the Watch Operations Specialist and to the officer's supervisor.

Should a situation arise that would expose the participant to undue danger an officer will exercise appropriate discretion with regard to the safety of the participant. The officer may temporarily discharge the passenger at a suitable location while responding to and handling the incident. The officer's supervisor shall be notified of such action.

The Watch Commander has the authority to deviate from the policies contained in this directive if deemed necessary to meet the needs of the Department.

20.4.3 RESTRICTED ACTIVITIES FOR ALL PARTICIPANTS

All persons authorized to ride in police vehicles will participate in a passenger/observer capacity only. Participants are not permitted to take part in any police action, assist in conducting investigations, or perform any other police task or function. Participants are not allowed to accompany an officer inside a residence while the officer is serving a warrant for arrest or a search warrant.

TITLE: RIDE-ALONG PROGRAM	NUMBER 20.4
	PAGE 2 OF 3

Participants are not permitted to operate any police vehicle; handle or possess firearms, mace, other weapons or police equipment (except sworn officers with concurrent jurisdiction); or use the communications system except in the event of extreme emergency.

In as much as participants reflect the professionalism of the Department, suitable dress and personal hygiene are required.

20.4.4 ASSIGNMENT RESTRICTIONS FOR ALL PARTICIPANTS

Participants must be 18 years old.

Members of the community too young to participate in the ride-along program may participate in other departmental activities with the approval of the Chief of Police.

Assignments will be for a specified, consecutive period of time. Requests for multiple assignments will be forwarded to the office of the Commanding Officer of the Operational Support Division.

Assignments will normally be limited to uniformed call-answering officers. Requests to ride in other units require prior approval by the appropriate Division Commander.

Whenever possible, participants will be assigned to officers of the same sex. Spouses and fiances of Departmental employees will not be assigned to the same duty hours as their spouse or fiancé.

Absent prior approval by the Watch Commander, the Watch Operations Specialist will limit participation in the program to the following number of participants at any given time:

Private Citizens –Eight
All other categories –Four

Requests will be handled on a first-come/first-served basis; spaces may be tentatively reserved in advance.

Additional conditions and restrictions for specific classes of participants are set forth in the following sections.

20.4.5 PRIVATE CITIZENS

This category includes individuals requesting to ride for the purpose of broadening their general knowledge of the police function, and students with an academic need to observe police activities.

Two positions in each field division is allocated and reserved for private citizen participants; no more than eight private citizens may be assigned at any one time.

Participation will be limited to a maximum of one six-hour ride-along per six months, between 0700 and 0200 hours.

A signed liability release form is required for participants in this category.

20.4.6 SOAR CADETS

This category will include any bona fide member, at least 18 years of age, in good standing with the SOAR Program sponsored by the Department.

Participants will be required to wear the official SOAR Cadet uniform.

The SOAR Coordinator will establish time restrictions for SOAR Cadets, and will ensure that the Watch Operations Center is kept apprised of current regulations. SOAR participants will abide by such restrictions.

A signed liability release form is required for participants in this category.

20.4.7 PUBLIC SAFETY PERSONNEL

This category includes persons employed in a public safety capacity by the City of Greensboro or other jurisdictions, and to interns assigned to the Police Department.

Requests must be forwarded through and approved by the individual's supervisor.

No liability release form is required for Departmental employees; a signed liability release form is required for all other participants in this category.

No restrictions are placed on the number, time, or duration of ride-alongs in this category.

20.4.8 MEMBERS OF THE NEWS MEDIA

This category includes full-time, bona fide members of a news media organization.

A signed liability release form is required for participants in this category.

No restrictions are placed on the number, time, or duration of ride-alongs in this category.

TITLE: BICYCLE REGISTRATION PROGRAM	NUMBER 20.5
EFFECTIVE DATE: 09-15-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R2/09-15-04	

20.5.1 PURPOSE AND ADMINISTRATION

An actively administered bicycle registration program serves to benefit the Department and the community through a reduction in bicycle thefts, a more expedient return of recovered or found bicycles, and improved community relations.

The Operational Support Division is responsible for the administration of this program.

20.5.2 REGISTRATION PROCEDURE

Individuals may request that a bicycle be registered in person, by telephone, or in the mail. Appropriate application forms are available from the Operational Support Division.

A bicycle registration form will be completed by Departmental personnel upon receiving a completed application. The completed registration form should be forwarded to the Operational Support Division, which will ensure that the four copies are distributed as follows:

- The white copy is retained by the bicycle owner.
- The pink copy is retained by the Records Management Section and is filed by the frame number.
- The blue copy is retained by the Records Management Section and is filed by registration tag/number.
- The yellow copy is retained by the Records Management Section and is filed by the owner's name.

Upon completion of the necessary forms, a license registration tag will be issued. This is an adhesive sticker, which is placed on the bicycle frame in a conspicuous location.

Bicycle registration information is available to Departmental personnel in the Records Management Section.

TITLE: EMPLOYEE DEATH AND FUNERAL PROCEDURES	NUMBER 20.6
EFFECTIVE DATE: 09-15-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R3/09-15-04	

20.6.1 NOTIFICATION OF DEATH OR HOSPITALIZATION

Any employee becoming aware of the death or hospitalization of an active or retired member, or the death of a member of an employee's immediate family, will notify the Watch Operations Center.

For the purposes of notification, an employee's immediate family is defined as any person related to the employee by blood or marriage whose death or hospitalization the employee wishes to make known to other members.

20.6.2 WATCH OPERATIONS CENTER NOTIFICATION RESPONSIBILITIES

In all such cases of death or hospitalization, the Watch Operations Center will notify the on-duty Watch Commander and the employee's Division Commanding Officer as soon as possible.

In the event of a death which may require the use of the Honor Guard or a funeral detail, the Watch Operations Center will also notify the Watch Commander scheduled to be on duty at the time of the funeral service.

The Watch Operations Center will make any additional notifications as set forth in the Watch Operations Center SOP Manual.

The Watch Operations Center will prepare and distribute a notification memorandum to all Bureaus and Divisions setting forth the known facts regarding the death or hospitalization, visitation information, and funeral arrangements. This information will also be included in the next published Twenty-Four Hour Activity Summary.

20.6.3 UNIFORMED FUNERAL DETAIL

The on-duty Watch Commander will be responsible for coordinating the participation of Departmental members in any funeral ceremony, including arranging for a funeral detail.

A funeral detail, consisting of uniformed personnel, may be sent on behalf of the Department in the event of the death of a retired or active member. A funeral detail should consist of at least one supervisor and three officers. The funeral detail will normally attend both the funeral service and the interment. On-duty personnel will normally be used for the detail and compensatory time will be given to detail members, as necessary.

Nothing in this directive prohibits members from volunteering for a funeral detail, attending a funeral individually or as a representative of the Department, or from performing any action to provide for the needs of the deceased's family.

20.6.4 USE OF DEPARTMENT'S HONOR GUARD

The Department's Honor Guard may be used to provide military honors in the event of death of an active or retired sworn officer. Any other special requests for the use of the Honor Guard at a funeral must be approved by the Office of the Chief of Police.

TITLE: EMPLOYEE DEATH AND FUNERAL PROCEDURES	NUMBER 20.6
	PAGE 2 OF 2

20.6.5 ARRANGEMENT FOR FLOWERS

The Community Affairs Director is responsible for sending flowers in the Department's name for the death of an active or retired member, a member of an employee's immediate family, or any other person as determined appropriate. In the absence of the Community Affairs Director, the Watch Operations Center is responsible for ordering flowers.

Greensboro Police Department

Directives Manual

Index

**A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z**

A

Abandoned Vehicles	13.6
Absent Without Leave	1.5
Accident Investigation	13.2
Accident Tow-Ins	13.5
Accidents Involving Police Vehicles	14.3
Accountability of Employees	1.4
Accountability, Department Equipment	9.1
Acting Supervisor	1.4
Address, Change of	1.5
Administrative Hearing	7.4
Administrative Investigation, Duty to Answer Questions	1.5
Administrative Investigation, Use of Force	1.6
Administrative Penalties	7.3
Adverse Impact, Employment	2.1
Advisory Committee, Training	4.2
Agency Contacts	19.2
AIDS	8.6
Alcohol Violations by Employee	1.5
Alcohol, Test For	13.8
Annual Performance Evaluations	6.5
Appeals, Administrative	7.3
Appeals, Evaluation	6.5

Appearance Standards	15.4
Applicant Selection	2.1
Application, Employment	2.2
Appraisals, Performance	6.5
Arbitrary Profiling	1.8
Archives	16.3
Arrest, Discretion	1.5
Arrest, Fugitives	11.8
Arrest, Military AWOL	11.8
Arrestee, Interpreter for Deaf	11.6
Arrests at High Point Hospitals	11.9
Assignment and Transfer	6.1
Assignment Limitation, Vice/Narcotics	6.3
Assignment Orientation, New Employees	6.2
Assignment, Limited Duty	6.4
Assignments, Career Development	5.2
Assignments, Specialized	6.9
Assistance of Intoxicated Persons	11.2
Assistance to Other Agencies	19.3
Assistance, Duty to Provide	1.5
Assistance, Victim/Witness	19.4
Assistant Chief of Police, Duties and Responsibilities	1.3
Association with Criminals	1.5
Associations, Professional	5.4
Audits/Inspections	1.7
Authority, Use of	1.4
Authorization for Overtime	3.1
Awards, Departmental	3.7
Awards, Extradepartmental	3.10
AWOL, NCIC Arrests	11.8

B (TOP)

Badge Number, Providing	1.5
Bail Bondsman, No Association With	1.5
Bail, Prohibition against Posting	1.5
Barometer Report	20.2
Bicycle Registration	20.5
Bloodborne Pathogen Exposure	8.6
Booking of Prisoners	11.1
Breaks	3.1
Breathalyzer	13.8
Breathalyzer, Administrative	1.5
Breathalyzer, Pre-Arrest	13.9

C (TOP)

C-Time	3.1
Call-Back Time	3.1
Capital Property	9.1
Career Counseling	5.3
Career Development	5.2
Career Development Assignments	5.2
Career Enhancement Program	5.2
Case File Management, Criminal Investigation	10.4
Cellular Telephone Policy	16.7
Chaplaincy Policy	8.11
Check Order	1.7
Chemical Test for Alcohol	13.8
Chief of Police, Duties and Responsibilities	1.3
Citations	10.2
Citizen Claims	9.4
Citizen Complaint or Request for Service	20.1
Citizen Complaints	7.2
Citizen Ride-Alongs	20.4
City Council Agenda	10.5
City Employment Office	2.2
City Purchase Policy	9.6
City Vehicle, Smoking	15.9
Civic Awards	3.10
Civil Court Attendance	18.1
Civil Processes, Service of	11.12
Claims Against City	9.4
Code of Conduct	1.1
Code of Ethics	1.1
Command, Succession Of	1.4
Command, Unity of	1.4
Commendation Bars	15.1
Commercial Endorsements	1.5
Commitment, Mental	11.3
Communicable Disease Exposure	8.6
Communications, System of Written	16.1
Community Barometer Report	20.2
Community Relations, Barometer Report	20.2
Compensation, Court	3.1
Compensation, Off Duty	3.1
Compensation, Overtime	3.1
Compensatory Time Policy	3.1
Competency	1.5
Complaints, Citizen	7.2

Computer Usage Policy	16.6
Computers, Personal	15.8
Conduct, Code Of	1.1
Conduct, In General	1.5
Conduct, Toward Public and Employees	1.5
Conduct, Unbecoming	1.5
Conferences, Attendance	3.1
Confidential Informants	11.7
Confidentiality	1.1
Control, Forms and manual	10.1
Control, Span Of	1.4
Cooperation	1.1
Corporal, Duties and Responsibilities	1.3
Correspondence, Forwarding	1.5
Counseling, Career	5.3
Counseling, Peer	8.4
Council Agenda, City	10.5
Court Attendance	18.1
Court Attendance Compensation	3.1
Court Day Assignments	18.1
Crash Investigations	13.2
Criminal Investigation Case File Management	10.4
Criminals, Association With	1.5
Crisis Support	8.4
Critical Incident Support	8.4
Criticism and Gossip	1.5
Crossing Guards	2.7

D (TOP)

Damage to Personal Property	3.6
Deaf Interpreters	11.6
Death, Notification of Department	20.6
Death, Notification of Family	11.5
Decontamination, Communicable Disease Exposure	8.6
Department Archives	16.3
Department Employee Injuries	8.3
Departmental Awards	3.7
Departmental Equipment, Maintenance and Accountability	9.1
Departmental Forms	10.1
Departmental Hearing	7.4
Departmental Property	9.1
Departmental Purchase Policy	9.6
Departmental Safety Program	8.5
Departmental Training, Attendance and Participation	4.3
Department Travel	9.2

Dependants, Change of	1.5
Development, Career	5.2
Directives	16.1
Directives Implementation	16.2
Disabled Veterans	13.4
Disciplinary Action	7.3
Disciplinary Procedure	7.3
Discretion	1.1
Discretion, Use of	1.5
Display of Identification	15.1
Display Material	15.7
Division Commander, Duties and Responsibilities	1.3
Domestic Violence	11.11
Driving While Impaired, Counter-Measures	13.8
Driving While Impaired, Prearrest Breathalyzer	13.9
Drug Screening	2.2
Drug Testing, Employee	8.9
Due Process, Interference With	1.5
Duties and Responsibilities, By Rank	1.3
Duties and Responsibilities, In General	1.5
Duties, Performance	1.1
Duty to Provide Assistance	1.5
Duty to Report Violations	1.5
Duty, Relief from	1.5
Duty, Reporting For	1.5
DWI Testing	13.8

E (TOP)

Educational Intern Program	4.8
Educational Pay Increment Plan	3.2
Elements of Violation	1.5
Emergency Management	19.2
Employee Drug Testing	8.9
Employee Identification	15.1
Employee Injuries	8.3
Employee Lockers	15.5
Employee Organizations	1.5
Employee Suggestion Program	3.8
Employee Training, Nonsworn	4.7
Employees, Exempt	3.1
Employees, Nonexempt	3.1
Employment Application	2.2
Employment Process	2.1
Employment, Crossing Guards	2.7
Employment, Lateral	2.3

Employment, Nonsworn	2.5
Employment, Off-Duty	3.3
Employment, Outside	3.4
Employment, Reserves	2.2
Employment, Sworn	2.2
Endorsements, Commercial	1.5
Enforcement, Citation	10.2
Enforcement, Handicapped Parking	13.1
Enforcement, Intoxicated Persons	11.2
Enforcement, Mental Commitment	11.3
Enforcement, Parking	13.1
Enforcement, Tow-Ins	13.5
Enforcement, Traffic Accident	13.2
Enforcement, Traffic Law	13.1
Enhancement, Career	5.2
Entry, Forcible	11.4
Equipment, Capital	9.1
Equipment, Issuance	15.1
Equipment, Maintenance	15.1
Escape of Prisoners	11.1
Ethics, Code of	1.1
Evaluation, Promotional Performance	6.7
Evaluations, Performance	6.5
Executive Officer, Duties and Responsibilities	1.3
Exempt Employees	3.1
Exposure, Communicable Disease	8.6
Extradepartmental Awards	3.10

F (TOP)

Fair Labor Standards Act	3.1
Files, Historical	16.3
Fire Scene, Traffic Control At	13.3
First-Line Supervisor, Duties and Responsibilities	1.3
Flag Etiquette	11.10
Flexicuffing of a Prisoner	11.1
FLSA	3.1
Force, Use of	1.6
Forcible Entry	11.4
Forfeited Vehicles	13.7
Former Officer Reinstatement	2.4
Forms Control	10.1
Fueling City Vehicles	15.9
Fuel Credit Cards	15.9
Fugitives, NCIC Arrests	11.8
Funerals	20.6

G (TOP)

Gagging Prisoners	11.1
General Board Of Inquiry	7.4
Gifts and Gratuities	1.5
Goals and Objectives	1.7
Goals, Training	4.1
Gossip and Criticism	1.5
Gratuities	1.5
Grievance Procedures	3.9
Grooming Standards	15.4

H (TOP)

Haircut Standards	15.4
Handcuffing of Prisoners	11.1
Handicapped Parking	13.1
Hazardous Work Enviroments	8.8
Hazardous Chemicals	8.7
HBV	8.6
Hearing, Administrative	7.4
Hearings, Attendance At	18.1
Hepatitis	8.6
High Point Hospitals	11.9
Historical Files	16.3
HIV	8.6
Holiday Policy	3.1
Honesty	1.5
Honor Guard Use	20.6
Hospitals, High Point	11.9

I (TOP)

Identification Cards	15.1
Identification, Before Taking Action	1.5
Illness, Feigned	1.5
Impairing Substance, Use by Employee	1.5
Implementation, Directives	16.2
Implementation, SOP's	16.2
Impounding Vehicles	13.5
In-Service Training, Nonsworn	4.7
Incentive Pay, Educational	3.2
Inclement Weather	8.10
Infectious Disease Exposure	8.6
Informants, Handling of	11.7

Information, Release Of	1.5
Injuries, On-Duty	8.3
Injury, Notification of Department	20.6
Injury, Notification of Family	11.5
Inspections	1.7
Inspections, Staff	1.7
Inspections/Audits	1.7
Instructors, Outside Schools	3.5
Insubordination	1.4
Insurance Claims	9.4
Integrity	1.1
Interagency Cooperation	19.2
Interference with Due Process	1.5
Intern Program	4.8
Interpreter for Deaf	11.6
Intoxicated Persons, Handling Of	11.2
Investigation, Citizen's Complaint	7.2
Investigation, Criminal Case File Management	10.4
Investigation, Traffic Accident	13.2

J (TOP)

Job Analysis	9.5
Job Descriptions	9.5
Judgment, Use Of	1.5
Jump-Starting Vehicles	13.4
Jurisdiction, Territorial	19.1

K (TOP)

L (TOP)

Lateral Entry	2.3
Law Violations by Employee	1.5
Leave, Misuse of	1.5
Liability Claims	9.4
Liaison with Other Agencies	19.2
Limited Duty	6.4
Limits of Power	1.2
Lockers, Employee	15.5
Lost Identification Card	15.1

M (TOP)

Maintenance, Department Equipment	15.1
Manuals	16.1

Manuals Control	10.1
Marital Status, Change of	1.5
Meals	3.1
Medals, Wearing of	15.1
Media Liaison	20.3
Media Relations	20.3
Media Ride-Along	20.4
Medical Treatment for Intoxicated Person	11.2
Medical Treatment for Prisoners	11.1
Medical Treatment for Use of Force	11.1
Medications, Use of	1.5
Memoranda	16.1
Mental Commitment	11.3
Miranda Rights for Deaf	11.6
Misconduct, Employee	7.1
Monthly Report	1.7
Motorpool, MMOB	15.9
Motorist Assistance	13.4
Mutual Aid	19.3

N (TOP)

Name, Change of	1.5
Name, Providing	1.5
National Anthem	11.10
NCIC Arrests, Fugitives/AWOL	11.8
News Media	20.3
News Releases	20.3
Nonexempt Employees	3.1
Nonsworn Employee Training	4.7
Nonsworn Promotions	6.8
Nonsworn Supervisor, Duties and Responsibilities	1.3
Nonsworn, Employment	2.5
Nonsworn, Reemployment	2.6
Notification of Supervisor, Use of Force	1.6
Notification, Employee Death or Injury	20.6

O (TOP)

Obedience to Orders	1.4
Obedience to Rules	1.5
Off-Duty Employment	3.3
Off-Duty Employment, FLSA	3.1
Off-Duty, Taking Action	1.5
On-Call Time	3.1
On-Duty Injuries	8.3

Oral Interview Board	2.2
Orders, Conflicting	1.4
Orders, Obedience To	1.4
Orders, Unlawful	1.4
Organizational Communications	16.1
Organizational Structure	1.3
Orientation, New Employees	6.2
OSHA	8.7
Outside Employment	3.4
Overtime	3.1
Overtime, Authorization	3.1

P (TOP)

Parking Enforcement	13.1
Parking, Handicapped	13.1
Pay, Educational Incentive	3.2
Peer Counseling	8.4
Penalties, Administrative	7.3
Performance and Evaluation	6.5
Personal Business, Conducting	1.5
Personal Computers	15.8
Personal Property Damage Reimbursement	3.6
Personal Use of Departmental Telephones	9.7
Personnel Orders	16.1
Personnel Services, Employment Tuition	2.2
Physical Fitness	8.1
Police Chaplain	8.11
Police Officer, Duties and Responsibilities	1.3
Police Readiness for Individual Duty Expectations	8.1
Police Vehicles, Accidents Involving	14.3
Policy, Cellular Telephone	16.7
Policy, Computer Usage	16.6
Policy, Departmental Purchase	9.6
Policy, Travel	9.2
Portable Alcohol Screening Device	13.8
Position Review	9.5
Positional Asphyxia	11.1
Power, Limits of	1.2
Pre-Employment Polygraph	2.2
Pre-Employment Process	2.2
PRIDE	8.1
Prisoner Escape	11.1
Prisoner Handling and Transport	11.1
Private Life	1.1
Private Life, Conduct	1.5

Probationary Employee Evaluations	6.5
Probationary Period, Nonsworn	2.5
Probationary Period, Sworn	2.2
Procedure, Disciplinary	7.3
Procedures, Evaluation	6.5
Professional Associations	5.4
Professional Standards Program	7.5
Profiling, Arbitrary	1.8
Program, Career Enhancement	5.2
Programs, Training	4.1
Prohibited Areas	1.5
Prohibited Transactions	1.5
Promotion, Sworn	6.6
Departmental Resume – Attachment 1	6.6A1
Promotional Potential Evaluation	6.5
Promotional Potential Evaluation	6.7
Promotions, Nonsworn	6.8
Property, Department	9.1
Property, Duty to Safeguard	1.5
Prosecution Summaries	18.2
Synopsis – Attachment 1	18.2A
Felonies: Class E and above – Attachment 2	18.2B
Psychological Examination, Preemployment	2.2
Psychological Examination, Use of Force	1.6
Public Record	20.3
Punishment, Administrative	7.3
Purchase Policy, Departmental	9.6
Purchase Requisition	9.6
Purchases, Prohibited	1.5
Q (TOP)	
Questions, Duty to Answer	1.5
R (TOP)	
Rank, Order of	1.3
Rating, Performance	6.5
Records, Historical	16.3
Reemployment, Nonsworn	2.6
Reemployment, Sworn	2.6
Registration, Bicycle	20.5
Reimbursement, Damage to Personal Property	3.6
Reinstatement, Sworn	2.4
Relationships with Other Agencies	19.2
Relief from Duty	1.5

Remedial training	4.6
Report, Monthly	1.7
Reporters, Handling	20.3
Reporting for Duty	1.5
Reports, Duty to Complete Properly	1.5
Reports, Duty to Submit	1.5
Requests for Mutual Aid	19.3
Required Attendance at Training Sessions	4.3
Requisition, Purchase	1.7
Reserve Employment	2.2
Reserve Officer, Duties and Responsibilities	1.3
Responsibility for Persons Under Police Control	1.5
Restraint of Prisoners	11.1
Restricted Areas	1.5
Review of Positions	9.5
Ride-Along Program	20.4
Roll Call Training	4.5
Rules, Obedience To	1.5

S (TOP)

Safety Program, Departmental	8.5
Saluting the Flag	11.10
School Crossing Guards	2.7
Search of Police Vehicle (Prisoner Transportation)	11.1
Search of Prisoners	11.1
Seat Belt Use	1.5
Securing Prisoners	11.1
Seizure of Vehicles	13.7
Sensitive Files	10.3
Service/Complaint Form	20.1
Service of Civil Processes	11.12
Short-Term Career Training	5.2
Sick Leave Abuse	1.5
Sleeping on Duty	1.5
SOP Implementation	16.2
Span of Control	1.4
Special Events, Tow-Ins	13.5
Special Events, Traffic Control At	13.3
Special Orders	16.1
Specialized Assignments	6.9
Specialized Training	4.4
Specialized Training, Nonsworn	4.7
Specialized Units, Annual Review Of	1.7
Staff Inspections	1.7
Standard Operating Procedures	16.1

Standards, Grooming	15.4
Stolen Vehicle, Tow-Ins	13.5
Subpoena, Compliance With	18.1
Suggestions, Employee	3.8
Summaries, Prosecution	18.2
Felonies, Class E and Above	18.2B
Prosecution Summary Synopsis	18.2A
Supervisor, Acting	1.4
Sworn, Promotion	6.6
Sworn, Reemployment	2.6
Sworn, Reinstatement	2.4

T (TOP)

Taking Action Off-Duty	1.5
Team, Peer Counseling	8.4
Telephone, Change of	1.5
Telephone, Personal Use of Departmental	9.7
Telephone, Required	1.5
Territorial Jurisdiction	19.1
Time Sheets	3.1
Tobacco Product Use	1.5
Tow-Ins	13.5
Traffic Accident Investigation	13.2
Traffic Control Devices, Use of Temporary	13.3
Traffic Direction and Control	13.3
Traffic Law Enforcement	13.1
Traffic, Abandoned Vehicles	13.6
Traffic, Citations	10.2
Traffic, DWI Countermeasures	13.8
Traffic, Traffic Stop Data Collection And Reporting	13.10
Traffic, Motorist Assistance	13.4
Traffic, Pre-Arrest Breathalyzer	13.9
Traffic, Tow-Ins	13.5
Training Advisory Committee	4.2
Training, Career Development	5.2
Training, Departmental, Attendance and Participation	4.3
Training, Goals and Programs	4.1
Training, Nonsworn	4.7
Training, Remedial	4.6
Training, Required Attendance	4.3
Training, Roll Call	4.5
Training, Specialized	4.4
Transfer and Assignment	6.1
Transportation of Prisoners	11.1
Travel, Policy	9.2

Truthfulness	1.5
TV Reporters	20.3

U (TOP)

Uniforms, Regulations	15.1
Uniforms, Replacement	15.1
Uniforms, Seasonal	15.1
Unions	1.5
Unlawful Orders	1.4
Use of Force	1.1
Use of Force	1.6
Use of Force, Administrative Investigation	1.6
Use of Force, Medical Treatment	11.1

V (TOP)

Vehicle Seizure	13.7
Vehicle, Abandoned	13.6
Vehicle, Disabled	13.4
Vehicle, Fuel	15.9
Vehicle, Jump Starting	13.4
Vehicle Maintenance	15.9
Vehicle Configuration by Assignment	15.9a1
Vehicle, Operate City-Owned after Consumption	1.5
Vehicle, Search of Reference Prisoner Transportation	11.1
Vehicle, Towing	13.5
Vehicles, Accidents Involving Police	14.3
Vehicles, Transporting Private Citizens	1.5
Vice/Narcotics Assignment Limitation	6.3
Victim/Witness Assistance	19.4
Violation of Law, Reporting	1.5
Violation, Duty to Report	1.5
Violation, Elements of	1.5
Violence, Domestic	11.11

W (TOP)

Washing City Vehicle	15.9
Weather, Inclement	8.10
Wellness Program	8.1
Witness/Victim Assistance	19.4
Work Time	3.1
Wreckers	13.5
Written Communications	16.1

X (TOP)

Y (TOP)

Z (TOP)